

UTAH CAREERS

A GUIDE

TIPS ON

-INTERVIEWING
-YOUR RESUME
-JOB SUCCESS

FIND THE CAREER
THAT FITS YOUR
PERSONALITY
AND WORK HAPPILY
EVER AFTER.....

UTAH'S
HOTTEST
JOBS

**TODAY'S
JOB MARKET**
AND THE SKILLS
EMPLOYERS WANT

WHERE THE
MONEY IS
FOR TRAINING &
BEST-PAYING JOBS



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*nothing ahead
but wide open road
help them get there*

careersutah.
dotgov

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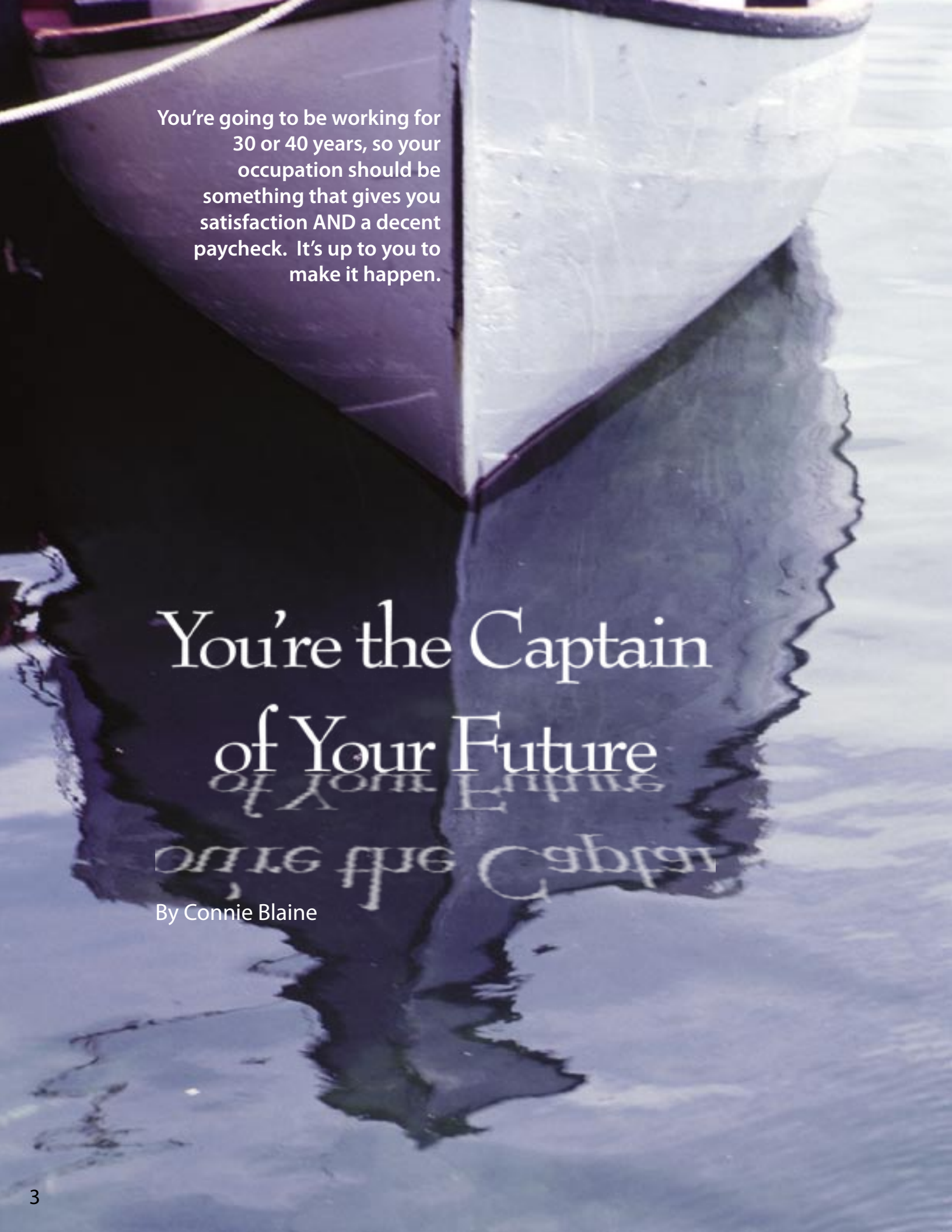
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You're going to be working for
30 or 40 years, so your
occupation should be
something that gives you
satisfaction AND a decent
paycheck. It's up to you to
make it happen.

You're the Captain of Your Future

By Connie Blaine

Time and planning are the keys to a successful career. The time you take to really plan your career will pay off for the rest of your working life. Here's some advice on getting started:

Do a good self-assessment

Remember, your work is part of your total life, and you are the captain of that ship. To get the rewards of a successful and satisfying career, you must accept the responsibility of getting to know yourself fully, researching your options, and making choices all along the way that will help you reach your life goals.

Clarify your values

Your basic beliefs and values need to be reflected in the career you choose. You cannot be happy doing something day after day that violates your values.

Prioritize your needs

What do you want your job to offer you? List those things in order of their importance to you. Understand that in order to have one thing, you may need to sacrifice another.

Assess your skills

Look at the skills you have, including interpersonal skills, language skills and your work ethic. If they are lacking, figure out how to build them.

Be willing to make the effort - and don't get discouraged.

- Spend time planning your career, and expect to keep doing it on a continuous basis.
- Do one career-building task every week, such as: building your professional network, increasing your skills, talking to others about potential opportunities, learning more about your industry.
- Ask people in your preferred career about how they got where they are. From their stories, you can learn things you need to do and how to position yourself to achieve your own goals.
- If you can afford it, taking a position in the industry of your career choice that will help you develop a valuable skill set is better than taking an unrelated job that pays well.
- Look for paid opportunities to learn transferable skills. Training offered by the company - tuition reimbursements, and other opportunities - can serve you even after you've left your current job.

Ultimately, you want a balance between your lifestyle and your career plans. When evaluating yourself, make sure you've included everything that might be useful in your choice.

Identify your work interests and your hobbies

These may help in the type of job you'd like. Also keep in mind that some hobbies should stay hobbies.



Most of All...

Take responsibility for your own career. You need to shape it, not let it shape you. Decide what you want your career to be and make your opportunities match. True, sometimes you have to take a role assigned by employers. But, you can also make roles for yourself that will help you further your career. Look for projects to take on that will help you get from where you are to where you want to be. Be prepared to put in extra time and effort now, for a payoff later.

On The Web

<http://www.careerknowhow.com/guidance/reframe.htm>
<http://www.careerknowhow.com/perfectcareer.htm>

Top “Five Star” Jobs in Utah by Training Level



Bachelor’s Degree or Higher

Chief Executives
Civil Engineers
Computer and Information Systems Managers
Computer Software Engineers, Applications
Computer Software Engineers, Systems Software
Computer Systems Analysts
Construction Managers
Education Administrators, Elementary and Secondary School
Financial Managers
General & Operations Managers
Industrial Engineers
Industrial Production Managers
Management Analysts
Marketing Managers
Mechanical Engineers
Medical & Health Services
Sales Managers

After High School, Less than Bachelor’s Degree

Paralegals and Legal Assistants
Dental Hygienists
Electrical and Electronic Engineering Technicians
Registered Nurses



On-the-Job Training

Advertising Sales Agents
Automotive Body & Related Repairs
Carpenters
Claims Adjusters, Examiners
Correctional Officers & Jailers
Dispatchers, Except Police, Fire, and Ambulance
Drywall & Ceiling Tile Installers
Electricians
Executive Secretaries & Administrative Assistants
Heating, Air Conditioning, & Refrigeration Mechanics & Installers
Human Resources Assistants
Industrial Machinery Mechanics
Machinists
Maintenance & Repair Workers, General
Operating Engineers & Other Construction Equipment Operators
Payroll & Timekeeping Clerks
Plasterers & Stucco Masons
Plumbers, Pipefitters, and Steamfitters
Postal Service Mail Carriers
Printing Machine Operators
Production, Planning, and Expediting Clerks
Sales Representatives, Except Technical and Scientific Products
Sheet Metal Workers
Telecommunications Line Installers & Repairers
Truck Drivers, Heavy & Tractor Trailer
Water & Liquid Waste Treatment Plant & Systems Operators



What is a **Top “Five Star” Job?**



Demand Side Economics

Supply Side Economics

The Utah Department of Workforce Services has introduced a new way to rank jobs based on employment outlook and wages.

In this new rating system, five star jobs are those with the strongest employment outlook and high wages. The employment outlook rating is based 85 percent on the number of annual openings projected for that occupation and 15 percent on the rate of new employment growth in that job. Wage rankings use the median annual wage from the Utah wage survey conducted by the Department of Workforce Services.

The system groups jobs by training level. In other words, a high-paying job with just on-the-job training will not match the wages of a high-paying job requiring a college education!

Just because an occupation has a five star rating, doesn't mean jobs will be easy to find! The rankings cover only the “demand” for employees. The other side of the equation is the supply of workers wanting to work in that occupation.

An occupation may create hundreds of new openings every year. But if thousands of workers are qualified for those positions, lots of workers won't find work in that field. Look at the supply of labor for a particular occupation—not just the demand.

So you need to do your homework. Check with people already employed in the occupation and employers who hire that occupation to determine whether there is an over- or under-supply of workers.

Warning:
While all five star jobs have a strong employment outlook, they may also have many applicants for each position. Don't assume that just because a job is in demand that getting that job will be easy. Many of the jobs on this list have more people competing for them than there are openings. Investigate how stiff the competition is for these jobs: Talk to people recently hired in the job, and employers who hire for the job. Ask them about the competition for jobs in that field.

On The Web

<http://jobs.utah.gov/wi/occi.asp>

<http://jobs.utah.gov/wi/> Utah Labor Market / Economic Information

<http://www.bls.gov/> Bureau of Labor Statistics

<http://www.bls.gov/oco/home.htm> Occupational Outlook Handbook

<http://jobs.utah.gov/selfservice/ejb/> Electronic Job Board (all Utah jobs listed with DWS)

<http://jobs.utah.gov/firmfind/> Searchable List of Utah Companies

This is not your parents' job market

Some widely-held beliefs about choosing a career, finding work, and success in the workplace have changed—permanently.

Then

A college education was a ticket to a high-paying job right after graduation.

College graduates could start in a high-level position in a company based on the degree alone.

“Technical college” was for people who couldn’t cut it in a “real” college, and would not get you as good a career in the end.

Once you got a good job, you stayed there for life, and the company “took care of you”.

Manufacturing jobs were about the only good-paying jobs that didn’t require a post-high school education.

A high school diploma qualified you for many jobs that could provide a livable wage.

Be loyal to your company and it will provide for you now, and in your old age.

Now

College degrees are less important to employers than your specific skills. Wages also vary greatly depending on the industry or your major.

Graduates also need work experience in the field to get hired. Even so, they may need to take an entry-level job to start out.

Technical training is more affordable and available than a 4-year college and can lead to careers as high-paying, in-demand and satisfying as many Bachelor’s degrees. Many top-performing students are choosing the technical training path.

Nobody is taking care of you, but you. Most people change jobs at least 7 times in their career. You must manage your own career on an ongoing basis.

Manufacturing jobs are in decline, and those that remain are not as secure or high-paying as in the past. Post-high school training is needed for any good job.

Post-high school training and career planning are essential for more than a poverty-level income, and for advancement.

The only guarantee is that there are no guarantees. Layoff, downsizing and takeovers put your job security, and your retirement, at risk. It’s up to you to manage your career and save for your retirement.



Today's Job Market

On The Web

<http://cnnstudentnews.cnn.com/2002/fyi/news/05/23/sb.job.search/index.html>

<http://pcquote.smartmoney.com/ontheagenda/index.cfm?story=20020828>

<http://www.newstartservices.com/tips1.html>

Steal The Spotlight

Lisa Nicholson

This is what employers drool over



SKILLS IN DEMAND IN TODAY'S JOB MARKET

- Communication skills (written and verbal)
- Problem solving/analytical skills
- Teamwork skills
- Strong work ethic/motivation
- Computer skills
- Leadership skills
- Friendliness/outgoing personality
- Creativity
- Flexibility/adaptability
- Organizational skills
- Honesty/reliability

Source: National Association of Colleges and Employers

Even though the economy is improving, competition for jobs is still intense. To stand out from the crowd, you must have and demonstrate the skills and qualities that employers want. The good news is that you probably have many of these skills already. You can work to develop the rest.

Employers say that they want workers who can write and speak clearly. Unfortunately, these communication skills are what many job seekers often lack. Community Education may offer inexpensive speaking, reading, writing, and computer classes that will give you a head start with these important skills. Contact your local school district for more information.

You may notice from the introductory list that many of the most sought-after skills are “people” skills. Employers want to hire people that are friendly, easy to get along with, and capable leaders—they will have to work with you, after all. Employers also look for workers that can see problems coming, solve them, and work well with others on a team.



Would you want someone working for you that you didn't trust? Employers want people who are honest and reliable. Impress your employer by being on time for work every day, enthusiastic, and willing to work hard. The Utah Department of Workforce Services offers job-readiness workshops that can help you develop employment skills—check with your local office. With a little preparation, you can have the skills it takes to succeed in the job market.

On The Web

http://online.onetcenter.org/gen_skills
http://www.careerkey.org/english/you/employers_want.html
<http://www.careers4graduates.org/changing/employerswant.phtml>
<http://www.jobs.utah.gov/jobseeker/workshops/>

DOING A GOOD SELF-ASSESSMENT IS CRUCIAL TO FINDING THE RIGHT CAREER. IN FACT, IT IS THE MOST IMPORTANT PART OF THE ENTIRE PROCESS. SO IT SHOULD NOT BE CUT SHORT OR BRUSHED ASIDE. A GOOD SELF-ASSESSMENT INVOLVES GATHERING INFORMATION ABOUT YOURSELF, TRULY UNDERSTANDING YOURSELF, AND BEING HONEST WITH YOURSELF. ONCE YOU REALLY KNOW YOURSELF, YOU CAN COMPARE THIS KNOWLEDGE WITH THE MANY DIFFERENT CAREER CHOICES SUITABLE FOR YOU.

1 Identify your personality type, or Holland type. Follow the procedure on pages 13 & 14 to determine which type you are. Remember, no type is "better" than another—they all have positive and negative characteristics. The point is to be completely honest and find out which type you are, not what you or someone else thinks you "ought" to be.

2 Identify your skills (see pages 11 & 12 for help with this task) and list your accomplishments.



3 Clarify your values and prioritize your needs. Your basic beliefs and values need to be reflected in the career you choose. You cannot be happy doing something day in and day out that forces you to violate your own values. Be honest about yourself, with yourself. How much responsibility are you willing to take? Are you committed to doing what is necessary to get the career you want?

4 Focus your career planning on the occupations in the Career Chart (pages 15-38) that are listed under your personality, or Holland, type.

Self-assessment takes time and effort. But it will start paying off right away as you gain self-awareness, improve your self-confidence, learn time- and stress-management techniques that work for your personality type and develop self-management skills. But it will really pay off in the long run if you have a satisfying and rewarding career that fits comfortably with the rest of your life.

Remember, you are the one who will decide what career you end up with—either by choosing to work at it or by choosing to let things just randomly happen to you. One path leads to happiness in your work and in your life. The other most often leads to frustration and unhappiness, and only you can decide which path you take.

On The Web

<http://www.jobhuntersbible.com/counseling/ptests.shtml>

http://www.learning4liferesources.com/holland_codes.html

<http://career.ucsb.edu/students/hollandcodes.html>

Get With The Plan!

Career planning just got a whole lot easier! Utah Choices Planner -- a powerful online career information delivery system available 24/7 to anyone in Utah looking to design a personal plan for career success.

Compare, connect and choose from a vast network of career and education options to build a comprehensive plan in your online portfolio.

Available in both English and Spanish*, Choices Planner has all the tools you need to prepare for future career transitions.

Simply choose a Guideway that best suits your objectives to be effortlessly directed through Choices Planner's **Work**, **Learn** and **Your Portfolio** components.



Work

- Insightful assessments and surveys identify skills, interests and values to build self-awareness. Hundreds of comprehensive occupation reports show career to major to school connections and can be directly compared to your needs.
- Activate your career plan with connections to job banks and tools for writing an effective resume, interviewing practice and planning a job search.

Learn

- Program reports show connections to related programs and careers, as well as relevant technical and graduate schools.
- Search from thousands of post-secondary options using characteristics that are important to you with the School Finder. Effortlessly compare two schools side-by-side or compare a school to your personal criteria to see how it matches up.

My Portfolio

- Make personalized planning more effective with the innovative online portfolio. Available anytime, anywhere right at your fingertips, your career planning information is securely stored in Your Portfolio.
- Individualized plans are easily created using the step-by-step Career Plan Builder. Confirm, review and revise your plans as often as you like, or share your plans via e-mail.

Kristine Dobson, Utah CIDS Director

UTChoices@aol.com

**To see how
Utah Choices Planner
can work for you, go to:
www.careers.utah.gov**

**Or better yet, talk to your counselor or
another agency representative to set up
your own Choices Planner account!**

* Spanish version available Fall 2005.

Got Skills?

Identifying Your Skills

by Lisa Nicholson

Many people feel uncomfortable talking about what they do well. When it comes to looking for a job though, it's OK—even necessary—to “boast” about your unique skills and qualifications. Employers want to know why they should hire you. Like most people, you have skills that set you apart and make you valuable to employers.

Identifying your skills is a crucial step toward new employment. You need to know your skills to successfully complete an application, write a resume, and answer interview questions. When presenting your skills to an employer, you need to be prepared to tell where, when, and how you used those skills.

What Are Skills?

A skill is a thing you know how to do, right now. Everyone has dozens of skills that employers are looking for. Yet most people can only identify a few skills and are often unable to describe them to an employer. Employers need to hear what you can do. If you were purchasing a product that would cost you thousands of dollars for many years, you would want to know that. Don't approach employers until you can clearly and specifically tell them what you can accomplish. The more skills you have identified, the easier it will be to convince a potential employer that you have what it takes to be successful.



Three Categories of Skills

<u>Job Content Skills</u>	<u>Self-Management Skills</u>	<u>Transferable Skills</u>
<p>These skills are necessary to perform the specific duties of a job. But job skills aren't always learned from employment. You may have developed job skills through education, home economics, parenting, hobbies, community activities, and life experiences.</p>	<p>These "people" skills are used every day to get along with others, like sincerity, reliability, tactfulness, flexibility, etc. Employers put enormous importance on these skills, and look for them in applicants as evidence of how they will "fit" into the organization.</p>	<p>These are either self-management or job content skills that can transfer from one job to another. Since it is unlikely that you will find a job that is identical to your previous job, you need to carefully evaluate how your skills transfer into other opportunities and include these on your list.</p>

Transferable Skills	
<ul style="list-style-type: none"> • Ability to work well with others • Stress management • Conflict management • Ability to think creatively & critically • Reading, writing and speaking • Teamwork 	<ul style="list-style-type: none"> • Basic decision making • Finding information & resources • Ability to reason & use basic logic • Ability to learn from mistakes • Ability to anticipate problems • Ability to plan & prioritize

Listing your Skills

Identifying, listing and describing your skills is critical to a successful job search, so plan to invest the time it requires. The easiest way to identify your skills is to use either the computer program CHOICES (available at any DWS employment center) or the "skills search" feature at the O*NET web site:

http://online.onetcenter.org/gen_skills

Another way is to follow these steps:

1. List by title any jobs you have held.
2. Write a detailed description of four to five major duties for each job.
3. List all the skills needed to accomplish each duty. Remember to look for both job content and self-management skills. Be sure to include computer programs used, machines & tools operated, knowledge applied, etc.
4. Use this same process for other work-related activities including hobbies, volunteer work, and community experience. Select those skills that match your job goals.

On The Web

<http://online.onetcenter.org/>

<http://www.hotworkforce.com/jobseekers/tips/skills.cfm>

Take This Quiz! Find Out Your Personality Type

One way of exploring careers is by looking at occupations according to occupational interest. John Holland conducted research that divided job seekers into six broad personality type categories:

REALISTIC	INVESTIGATIVE
ARTISTIC	CONVENTIONAL
SOCIAL	ENTERPRISING

All the types have both positive and negative qualities.

None is better than any others.

Your Holland Code is a generalization, not likely to be an exact fit. However, it might help you discover where you can find occupational satisfaction. There are a number of instruments designed to help you identify your Holland Codes. This condensed survey is not intended to be as accurate or comprehensive as a full instrument. But completing this survey might help you identify the cluster(s) of occupations in which you would have the most interest and get the most satisfaction, and it will give you a place to start your career exploration.

Step One: Circle the number of any item in the box below that is appealing to you. Leave the rest blank.

1. Farming	17. Buying clothes for a store	32. Build rocket model
2. Advanced math	18. Working from nine to five	33. Creative writing
3. Being in a play	19. Setting type for a printing job	34. Attending sports events
4. Studying people in other lands	20. Using a chemistry set	35. Being elected class president
5. Talking to people at a party	21. Reading art and music magazines	36. Using business machines
6. Word processing	22. Helping people solve personal problems	37. Building things
7. Auto mechanics	23. Selling life insurance	38. Doing puzzles
8. Astronomy	24. Type reports	39. Fashion design
9. Draw or paint	25. Driving a truck	40. Belonging to a club
10. Go to church	26. Working in a lab	41. Giving speeches
11. Work on a sales campaign	27. Musicians	42. Keeping detailed records
12. Use a cash register	28. Making new friends	43. Wildlife biology
13. Carpentry	29. Leaders	44. Being in a science fair
14. Physics	30. Following a budget	45. Going to concerts
15. Foreign language	31. Fixing electrical appliances	46. Working with old people
16. Teaching children		47. Sales people
		48. File letters and reports

Step Two: On the chart below, again circle the numbers of the items which appealed to you. After you have finished, count the numbers circled on each line, counting across. In which categories did you score high? Write the two highest categories on the lines below. These are the clusters in which you have the most interest, and their corresponding labels are your Holland Code. (For example, if you scored highest in Social, and second highest in Artistic, your Holland Code would be "SA". You would want to concentrate your career exploration efforts in those two categories.)

Holland Codes	R = REALISTIC	1	7	13	19	25	31	37	43
	I = INVESTIGATIVE	2	8	14	20	26	32	38	44
	A = ARTISTIC	3	9	15	21	27	33	39	45
	S = SOCIAL	4	10	16	22	28	34	40	46
	E = ENTERPRISING	5	11	17	23	29	35	41	47
	C = CONVENTIONAL	6	12	18	24	30	36	42	48

I scored highest in _____, second highest in _____.

My Holland Code is _____

On The Web The U. S. Department of Labor developed the *O*NET Interest Profiler* to help people discover their career interests as they connect to the Holland types. You can take the on-line version of the *Interest Profiler*, and see related occupations, by visiting www.careers.utah.gov or www.careeronestop.org

BASIC PERSONALITY TYPES

REALISTIC

- Robust, rugged, practical, physically strong
- Uncomfortable in social settings
- Good motor coordination
- Weak verbal and interpersonal skills
- See themselves as mechanically and athletically inclined
- Stable, natural, persistent
- Prefer concrete to abstract problems
- Have conventional political and economic goals
- Rarely perform creatively in the arts or science
- Like to build things with tools
- Like to work outdoors
- Cool to radical new ideas
- Like to work with big, powerful machines
- Buy boats, campers, snowmobiles, motorcycles

SOCIAL

- Sociable, responsible, humanistic, religious
- Like to work in groups
- Have verbal and interpersonal skills
- Avoid both intellectual problem-solving and physical exertion
- Enjoy healing, developing, training, or enlightening others
- Understanding, helpful, idealistic
- Dislike working with machines or in highly structured situations
- Like to discuss philosophic questions
- Concerned with the welfare of others
- Cooperative, friendly, generous
- Attend workshops, other group experiences

INVESTIGATIVE

- Scientific orientation
- Task-oriented, all wrapped up in their work
- Introspective and asocial
- Think through rather than act out a problem
- Strong need to understand the world
- Enjoy ambiguous tasks
- Prefer to work independently
- Have unconventional attitudes
- See themselves as lacking in leadership skills
- Confident of their intellectual abilities
- Analytical, curious, reserved, independent
- Great dislike for repetitive activities
- Buy telescopes, calculators, electronic equipment

ENTERPRISING

- Good verbal skills, persuasive
- Strong leaders
- Avoid work involving long periods of intellectual effort
- Strong drive to attain organizational goals
- Concerned with power, status, and leadership
- Aggressive, popular, sociable, self-confident
- High energy level
- Adventuresome, ambitious
- Enjoy making things happen
- Value money and material possessions
- Dislike science and systematic thinking
- Buy big cars, nice clothes, country club memberships

ARTISTIC

- Like art, music, drama, other creative interests
- Prefer free, unstructured situations
- Impulsive, non-conforming, independent
- Adverse to rules
- Deal with problems through self-expression in art
- Value beauty and aesthetic qualities
- Expressive, original, intuitive
- Like to work in free environments
- Like small, intimate groups
- Willing to take risks to try something new
- Dress in freer styles than other people
- Have need for individualistic expression
- Not assertive about own capabilities
- Sensitive and emotional
- Spend money on art objects—books, paintings, DVDs, CDs.

CONVENTIONAL

- Prefer well-ordered environments
- Like systematic, verbal and numerical activities
- Avoid ambiguous situations and problems
- Conscientious, efficient, practical
- Identify with power
- Value material possessions and status
- Orderly, persistent, calm
- Adverse to free, unsystematic, exploratory behavior in new areas
- Do not seek outside leadership
- Stable, controlled, dependable
- Most effective at well-defined tasks
- Save money, buy conservatively

Key to Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wages Entry Average	Training	SOC Code
This column includes the title and a brief description of duties for each occupation. The actual job tasks in any particular job will depend on your employer, training, and experience.	<p>The "star" rating is based on employment outlook and wages. Employment outlook is based 85 percent on the projected number of Utah job openings between 2002 and 2012 and 15 percent on how fast the occupation is expected to grow over that time period. Median annual wages were used to determine the rating.</p> <p>The star ratings are based on rankings within three following training-level groups. 1) Bachelor's Degree or Higher, 2) Associate Degree or After High School Applied Technology Training, 3) On-the-Job Training.</p> <p>Keep in mind that a five-star occupation in the On-the-Job Training group will pay less than a five-star occupation requiring a college education.</p> <p>★★★★★</p> <p>★★★★</p> <p>★★★</p> <p>★★</p> <p>★</p> <p><i>No Star</i></p>	<p>These two columns show current Utah hourly wages from the Occupational Employment Statistics survey conducted by the Utah Department of Workforce Services.</p> <p>Entry level wages represent the bottom third of all wages for the occupation. It may also be used as an estimate of what an inexperienced worker may expect to earn when first starting the job.</p> <p>The average wage represents an average of all the wages of workers in this occupation. This is the figure a more experienced worker could expect to earn.</p>	<p>These are the training/education requirements that most workers report for entry into the occupation. This information is developed by the U.S. Bureau of Labor Statistics.</p> <p>Long-Term On-the-Job Training jobs generally require more than 12 months on-the-job training combined with some classroom instruction. Include occupations that require apprenticeships.</p> <p>Moderate-Term On-the-Job Training positions typically require one to 12 months training which may include observing experienced workers.</p> <p>Short-Term On-the-Job Training occupations require less than one month on-the-job training.</p>	<p>This is the Standard Occupational Code for the occupation. This code can be useful when accessing other career information.</p>

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		
Realistic - Doer (see pages 13 & 14)					
Five -Star Realistic Jobs					
<u>Automotive Body and Related Repairers</u> Repairs and customizes automotive bodies and frames. Removes dents, straightens bent frames using a pneumatic frame-straightening machine, and sands and paints repaired surfaces.	★★★★★	\$12.40	\$18.00	Long-Term OJT	49-3021
<u>Brickmasons and Blockmasons</u> Sets bricks, concrete blocks, masonry panels, and other masonry materials to construct or repair walls, partitions, arches, sewers, and other structures.	★★★★★	\$15.30	\$22.60	Long-Term OJT	47-2021
<u>Bus Drivers, Transit and Intercity</u> Drives a bus to transport passengers from place to place within a city or town or from city to city.	★★★★★	\$10.30	\$13.90	Moderate OJT	53-3021
<u>Carpenters</u> Constructs, erects, installs, and repairs structures or fixtures made of wood, plywood, and wallboard. Uses carpenter's hand tools and power tools.	★★★★★	\$11.10	\$15.60	Long-Term OJT	47-2031
<u>Civil Engineers</u> Performs engineering duties in planning, designing, and overseeing the construction and maintenance of structures and facilities such as roads, airports, bridges, dams, pipelines, power plants, and water and sewage systems.	★★★★★	\$21.20	\$29.80	Bachelor's Degree	17-2051
<u>Correctional Officers and Jailers</u> Guards and monitors inmates in a correctional facility in accordance with established regulations and procedures.	★★★★★	\$12.20	\$15.20	Moderate OJT	33-3012
<u>Drywall and Ceiling Tile Installers</u> Applies plaster board, gypsum board, or other wallboard to interior walls and ceilings of buildings.	★★★★★	\$9.50	\$13.70	Moderate OJT	47-2081
<u>Electrical and Electronic Engineering Technicians</u> Lays out, builds, tests, and modifies electronic components, equipment, and systems such as computers, test equipment, and machine tool numerical controls, using principles of electronics, electrical circuitry, engineering, mathematics, and physics.	★★★★★	\$15.80	\$24.40	Associate Degree	17-3023
<u>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</u> Installs, services, and repairs heating and air conditioning systems in homes and commercial buildings.	★★★★★	\$12.20	\$17.70	Long-Term OJT	49-9021
<u>Industrial Machinery Mechanics</u> Diagnoses problems in production machinery and equipment. Repairs and maintains machinery and equipment.	★★★★★	\$13.90	\$19.60	Long-Term OJT	49-9041
<u>Machinists</u> □	★★★★★	\$11.00	\$16.50	Long-Term OJT	51-4041
<u>Maintenance and Repair Workers, General</u> Keeps machines, mechanical equipment, or structures of an establishment in good repair. Duties may involve pipelitting, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work.	★★★★★	\$9.00	\$14.40	Moderate OJT	49-9042

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		
<u>Mechanical Engineers</u> Performs engineering duties to plan and design machines, engines, tools, and other mechanical equipment.	★★★★★	\$23.90	\$32.40	Bachelor's Degree	17-2141
<u>Operating Engineers and Other Construction Equipment Operators</u> Operates several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders.	★★★★★	\$12.20	\$16.50	Moderate OJT	47-2073
<u>Plasterers and Stucco Masons</u> Applies coats of plaster onto interior or exterior walls, ceilings, or partitions of buildings to produce finished surface according to blueprints, architect's drawings, or oral instructions.	★★★★★	\$10.90	\$16.10	Long-Term OJT	47-2161
<u>Plumbers</u> Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes.	★★★★★	\$13.30	\$19.50	Long-Term OJT	47-2152
<u>Printing Machine Operators</u> Operates and tends manually controlled or automatic printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber.	★★★★★	\$8.50	\$14.80	Moderate OJT	51-5023
<u>Sheet Metal Workers</u> Fabricates, assembles, installs, and repairs sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Sets up and operates machines to cut, bend, and straighten sheet metal. Operates welding equipment to join sheet metal parts. Works from blueprints, sketches, and product specifications.	★★★★★	\$10.90	\$18.00	Moderate OJT	47-2211
<u>Telecommunications Line Installers and Repairers</u> Installs, repairs, and maintains telephone and television cable and other equipment for transmitting messages or TV programming.	★★★★★	\$7.90	\$13.80	Long-Term OJT	49-9052
<u>Truck Drivers, Heavy and Tractor-Trailer</u> Drives trucks that carry materials weighing 3 tons or more to transport and deliver freight, building materials, farm supplies, or other heavy cargo.	★★★★★	\$12.40	\$17.10	Moderate OJT	53-3032
<u>Water and Liquid Waste Treatment Plant and System Operators</u> Operates and controls treatment equipment to clean, purify, and neutralize water for human consumption. Operates and controls equipment to remove harmful domestic and industrial pollutants from wastewater in sewage treatment plants.	★★★★★	\$13.40	\$17.70	Long-Term OJT	51-8031
Four-Star Realistic Jobs					
<u>Aircraft Mechanics and Service Technicians</u> Inspects, tests, repairs, maintains, and services aircraft. Spends an increasing amount of time repairing electronic systems such as computerized controls.	★★★★	\$16.60	\$21.80	After High School Applied Technology	49-3011
<u>Airline Pilots, Copilots, and Flight Engineers</u> Flies airplanes and helicopters to carry out a wide variety of tasks, such as transporting passengers and cargo, dusting crops, spreading seed for reforestation, testing aircraft, tracking criminals, monitoring traffic, and rescuing and evacuating injured persons. Often relies on computerized controls.	★★★★	NA	\$129,620 (National/Annual)	Bachelor's Degree	53-2011

Architectural and Civil Drafters

Prepares detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by architect. Often uses computer-aided drafting (CAD) systems to prepare drawings.

Automotive Service Technicians and Mechanics

Repairs automobiles, trucks, buses, and other vehicles, according to manufacturers specifications. May repair any part on the vehicle, or specialize in a particular system such as transmissions, brakes, or coolant systems.

Bus and Truck Mechanics and Diesel Engine Specialists

Inspects, repairs, and maintains diesel engines used to power machines.

Bus Drivers, School

Drives a bus to transport students between pick-up points and school. Maintains order during trip and adheres to safety rules when loading and unloading students.

Cement Masons and Concrete Finishers

Mixes, pours, and finishes concrete within fabricated forms for many types of construction projects, according to specifications and drawings. Creates walkways, floors, patios and panels by embedding marble chips or pebbles into the surfaces of finished concrete.

Civil Engineering Technicians

Under the direction of engineering staff or physical scientists, applies theories and principles of civil engineering in planning, designing, and overseeing the construction and maintenance of structures and facilities including conducting field surveys, drafting drawings, and reviewing blueprints.

Fire Fighters

Responds to fire alarms and other emergency calls to control and extinguish fires, protect life and property, and conduct rescue efforts.

Industrial Truck and Tractor Operators

Operates gasoline or electric-powered industrial trucks and tractors equipped with a fork lift, elevated platform, or trailer hitch. Moves materials around a warehouse, storage yard, factory, construction site, or similar location.

Maintenance Workers, Machinery

Performs basic maintenance activities such as cleaning, adjusting, and lubricating to keep equipment and machinery in good working order.

Mechanical Engineering Technicians

Applies theories and principles of mechanical engineering to develop and test machinery and equipment under the direction of engineering staff or physical scientists. Often uses computers and complex instruments.

Painters, Construction and Maintenance

Paints walls, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns.

Radiologic Technologists and Technicians

Takes X-rays and CAT scans of all parts of the human body. May operate computerized tomography scanners to produce cross sectional views of patients.

Roofers

□
tools. Sprays roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

Structural Iron and Steel Workers

Fabricates, assembles, and installs steel frames to give support to buildings, bridges, dams, highways, and other structures. Uses blue prints, power tools, hoisting equipment, and a variety of hand tools.

★★★★ \$11.80 \$16.90 After High School Applied Technology 17-3011

★★★★ \$8.50 \$16.00 After High School Applied Technology 49-3023

★★★★ \$13.50 \$17.70 After High School Applied Technology 49-3031

★★★★ \$7.60 \$11.40 Short-Term OJT 53-3022

★★★★ \$10.60 \$14.50 Moderate OJT 47-2051

★★★★ \$13.70 \$18.40 Associate Degree 17-3022

★★★★ \$8.10 \$14.10 Long-Term OJT 33-2011

★★★★ \$9.10 \$12.30 Short-Term OJT 53-7051

★★★★ \$10.30 \$16.30 Short-Term OJT 49-9043

★★★★ \$15.80 \$20.60 Associate Degree 17-3027

★★★★ \$10.10 \$14.30 Moderate OJT 47-2141

★★★★ \$14.40 \$18.90 Associate Degree 29-2034

★★★★ \$9.60 \$14.60 Moderate OJT 47-2181

★★★★ \$10.00 \$15.70 Long-Term OJT 47-2221

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		
<u>Telecommunications Equipment Installers and Repairers</u> Installs and repairs telephone station equipment such as telephone lines, coin/pay telephones, telephone booths, and switching-key equipment. May also installs communication equipment, such as intercom systems and related apparatus, using schematic diagrams, testing devices, and hand tools.	★★★★	\$18.90	\$23.20	Long-Term OJT	49-2022
<u>Welders, Cutters, Solderers, and Brazers</u> Uses hand welding equipment to weld together, solder or repair metal components and parts.	★★★★	\$10.70	\$15.00	Long-Term OJT	51-4121
Three-Star Realistic Jobs					
<u>Bakers</u> Mixes, forms, and bakes ingredients according to recipes. Produces small quantities of breads, pastries, and other baked goods for consumption on the premises or for sale as specialty baked goods.	★★★	\$7.80	\$11.20	Long-Term OJT	51-3011
<u>Cabinetmakers and Bench Carpenters</u> Cuts, shapes, and assembles wooden articles, such as cabinets, high grade furniture, store fixtures, and office equipment. Uses hand tools and power tools. Sets up and operates a variety of machines.	★★★	\$8.60	\$11.00	Long-Term OJT	51-7011
<u>Computer, Automated Teller, and Office Machine Repairers</u> Repairs and services office machines, such as adding, calculating, duplicating, typewriting, and fax machines. Involves the repair of manual, electrical, and electronic office machines. Uses hand tools, power tools, gauges, voltmeters, ohmmeters, circuit test equipment, and soldering or welding equipment.	★★★	\$11.10	\$16.70	After High School Applied Technology	49-2011
<u>Computer-Controlled Machine Tool Operators</u> Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.	★★★	\$11.20	\$15.60	Moderate OJT	51-4011
<u>Construction Laborers</u> Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites.	★★★	\$8.80	\$11.60	Moderate OJT	47-2061
<u>Electrical and Electronics Repairers, Commercial and Industrial Equipment</u> Installs, maintains, and repairs electronic equipment, such as industrial controls, telemetering and missile control systems, radar systems, transmitters, and antennae. Uses hand tools, meters, and electronic testing instruments.	★★★	\$17.20	\$21.40	After High School Applied Technology	49-2094
<u>Mechanical Drafters</u> Prepares detailed working diagrams of machinery and mechanical devices, including dimensions, assembly instructions, fastening methods, and other engineering information. Often uses computer-aided drafting (CAD) systems to prepare drawings.	★★★	\$12.90	\$18.90	After High School Applied Technology	17-3013
<u>Mobile Heavy Equipment Mechanics, Except Engines</u> Repairs and services mechanical, hydraulic, and pneumatic components of mobile heavy equipment such as bulldozers, graders, cranes, and conveyors used in construction, logging, and surface mining.	★★★	\$13.80	\$18.40	After High School Applied Technology	49-3042
<u>Packaging and Filling Machine Operators and Tenders</u> Tends and operates machines that packages products. Operates machines such as filling machines, casing-running machines, baling machines, wrapping machines, and stuffing machines to prepare industrial or consumer products for storage or shipment.	★★★	\$8.20	\$11.00	Short-Term OJT	51-9111

Surgical Technologists

Performs a variety of tasks in operating room - before, during, and after an operation - such as preparing patients for surgery and placing supplies and equipment in the operating room to assist the surgeon and other medical staff with surgery.

★★★ \$11.20 \$14.00 After High School Applied Technology 29-2055

Team Assemblers

Work as part of a team having responsibility for assembling an entire product or component of a product.

★★★ \$8.40 \$11.00 Moderate OJT 51-2092

Truck Drivers, Light or Delivery Services

Drives a truck, van, or other vehicle with a capacity under 3 tons to transport materials, products, or people.

★★★ \$8.50 \$13.40 Short-Term OJT 53-3033

Two-Star Realistic Jobs

Amusement and Recreation Attendants

Perform □

★★ \$6.10 \$7.40 Short-Term OJT 39-3091

Cleaners of Vehicles and Equipment

Washes or otherwise cleans vehicles, machinery, and other equipment. Uses such materials as water, cleaning agents, brushes, cloths, and other cleaning tools.

★★ \$6.40 \$8.60 Short-Term OJT 53-7061

Combined Food Preparation and Serving Workers, Including Fast Food

Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.

★★ \$6.00 \$7.30 Short-Term OJT 35-3021

Cooks, Fast Food

Prepares and cooks food in a fast food restaurant with a limited menu. Duties are typically limited to one or two basic items requiring short preparation time and normally involve operating large-volume, single-purpose cooking equipment.

★★ \$6.00 \$7.00 Short-Term OJT 35-2011

Cooks, Institution and Cafeteria

Prepares and cooks meals for institutions such as schools, hospitals, or cafeterias. Usually prepares food in large quantities rather than to individual orders. May cook for employees in office building or other large facility.

★★ \$6.80 \$9.30 Moderate OJT 35-2012

Cooks, Restaurant

Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs in restaurants.

★★ \$7.30 \$9.70 Long-Term OJT 35-2014

Cooks, Short Order

Prepares and cooks to order a variety of foods that require only a short preparation time.

★★ \$7.20 \$8.20 Short-Term OJT

Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Performs duties in eating establishments to keep dining areas clean and orderly and to assist other restaurant staff in the service of patrons.

★★ \$6.00 \$7.30 Short-Term OJT 35-3022

Dishwashers

Maintains and cleans kitchen work areas, equipment, and utensils. Assists the chef, cook, or other staff as needed. Washes and sanitizes dishes, pots, pans, and utensils.

★★ \$6.00 \$7.20 Short-Term OJT 35-9021

Farmworkers and Laborers, Crop, Nursery, and Greenhouse

Performs general farm labor duties as directed by farmers, farm managers, or supervisors such as operating tractors to plow and plant crops and feeding and caring for livestock.

★★ \$6.70 \$8.00 Short-Term OJT 45-2092

Food Preparation Workers

Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing.

★★ \$5.90 \$7.50 Short-Term OJT 35-2021

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage			Training	SOC Code
		Entry	Average			
<u>Home Health Aides</u> Attends to the personal health needs of elderly, convalescent, or handicapped persons in their homes. Provides medical care as prescribed by a physician or under direction of a home care nurse.	★★	\$7.20	\$8.90		Short-Term	31-1011
<u>Janitors and Cleaners</u> Keeps buildings in a clean and orderly condition. Performs heavy cleaning duties such as operating motor-driven cleaning equipment, buffing floors, washing walls, and removing rubbish.	★★	\$6.70	\$8.80		OJT Short-Term OJT	37-2011
<u>Laborers and Freight, Stock, and Material Movers, Hand</u> Loads, unloads, and moves freight materials at a plant, yard, or other work site. Transports freight by hand or using dollies, hand trucks, or wheelbarrows.	★★	\$7.20	\$10.50		Short-Term OJT	53-7062
<u>Landscaping and Groundskeeping Workers</u> Landscapes and maintains gardens, lawns, and grounds of public or private property including tasks such as seeding and fertilizing lawns, cleaning flower beds, and watering lawns, trees, and plants.	★★	\$7.20	\$9.80		Short-Term OJT	37-3011
<u>Laundry and Dry-Cleaning Workers</u> Operates and tends washing or dry-cleaning machines to clean commercial, industrial, or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, and rugs.	★★	\$6.60	\$8.20		Moderate OJT	51-6011
<u>Locomotive Engineers</u> Drives electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers and freight. Interprets train orders, block or semaphore signals, and railroad rules and regulations.	★★	\$19.70	\$30.40		Related Work Experience	53-4011
<u>Maids and Housekeeping Cleaners</u> Performs tasks to keep private households or commercial establishments such as hotels, restaurants, and hospitals, in a clean and orderly condition.	★★	\$6.40	\$8.00		Short-Term OJT	37-2012
<u>Medical and Clinical Laboratory Technicians</u> Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.	★★	\$8.20	\$11.50		Associate Degree	29-2012
<u>Medical Appliance Technicians</u> Construct, fit, maintain, or repair medical supportive devices, such as braces, artificial limbs, joints, and other surgical and medical appliances.	★★	NA	\$15.20 (National)		Long-Term OJT	51-9082
<u>Packers and Packers, Hand</u> Packs or packages a wide variety of products and materials by hand. May use hand tools or packaging equipment.	★★	\$5.90	\$7.80		Short-Term OJT	53-7064
One-Star Realistic Jobs						
<u>Butchers and Meat Cutters</u> Cuts, trims, and prepares carcasses and consumer-sized portions of meat for sale or for use in food service companies. Follows strict government guidelines for the handling and preparation of meat products.	★	\$9.60	\$13.00		Long Term OJT	51-3021
<u>Electronic Home Entertainment Equipment Installers and Repairers</u> Adjusts and repairs radio and television receivers, stereo systems, tape recorders, video systems, and other electronic home entertainment equipment.	★	\$13.10	\$16.60		After High School Applied Technology	49-2097

Prepress Technicians and Workers

Set up and prepare material for printing presses.

★ \$9.30 \$15.40 Long-Term
OJT 51-5022

Roustabouts, Oil and Gas

Assembles, erects, and repairs oil field equipment using hand and power tools.

★ \$9.30 \$13.90 Moderate
OJT 47-5071

Structural Metal Fabricators and Fitters

Fabricates and assembles structural metal products, such as frameworks or shells for machinery, tanks, and stacks, and structural metal parts for buildings and bridges, according to job orders or blueprints.

★ \$10.60 \$14.00 Moderate
OJT 51-2041

No-Star Realistic Jobs**Couriers and Messengers**

Receives and delivers messages, documents, packages, and other items. May deliver between offices or departments within an establishment, to other establishments, or to private homes.

No Stars \$7.00 \$9.20 Short-Term
OJT 43-5021

Electrical and Electronic Equipment Assemblers

Assembles and modifies electrical or electronic equipment such as control systems, radio equipment, test instruments, computers, numerical control machine tools, radar, telemetering systems, and appliances.

No Stars \$7.90 \$10.60 Short-Term
OJT 51-2022

Forest and Conservation Technicians

Compile data pertaining to size, content, condition, and other characteristics of forest tracts.

No Stars \$9.60 \$12.40 Associate
Degree 19-4093

Sewing Machine Operators

Operates and tends sewing machines to join, reinforce, or decorate garments or garment parts. May perform specialized or automatic sewing machine functions, such as buttonhole making or tacking.

No Stars \$7.30 \$9.90 Moderate
OJT 51-6031

Investigative - Thinker (see pages 13 & 14)**Five-Star Investigative Jobs****Computer Software Engineers, Applications**

Analyzes data processing needs of clients to plan electronic data processing system.

★★★★★ \$19.70 \$31.60 Bachelor's Degree 15-1031

Computer Software Engineers, Systems Software

Analyzes data processing needs of clients to plan electronic data processing system.

★★★★★ \$22.60 \$34.40 Bachelor's Degree 15-1032

Computer Systems Analysts

Analyzes business, scientific, or technical problems. Develops procedures and coordinates the installation of appropriate computer programs and operating systems.

★★★★★ \$22.30 \$29.30 Bachelor's Degree 15-1051

Pharmacists

Prepares and dispenses medications, following prescriptions issued by physicians, dentists, or other authorized medical practitioners and answers questions and provides information to pharmacy customers.

★★★★★ \$33.30 \$39.50 First Professional
Degree 29-1051

Four-Star Investigative Jobs**Clinical, Counseling, and School Psychologists**

Diagnoses and evaluates mental and emotional disorders of individuals through observation, interview, and psychological tests. Formulates and administers programs of treatment.

★★★★ \$15.00 \$27.20 Doctor Degree 19-3031

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage			Training	SOC Code
		Entry	Average			
<u>Computer Programmers</u> Develops and writes computer programs to store, locate, and retrieve information by using work flow charts and converting raw data into coded computer language.	★★★★	\$15.10	\$27.80		Bachelor's Degree	15-1021
<u>Family and General Practitioners</u> Diagnoses illnesses, and prescribes and administers treatment for people suffering from injury or disease, examining and conducting tests on patients to gather information on their medical condition.	★★★★	\$40.50	\$68.20		First Professional Degree	29-1062
<u>Financial Analysts</u> Conducts statistical analyses of information affecting investment programs of public or private institutions and individuals.	★★★★	\$18.60	\$31.60		Bachelor's Degree	13-2051
<u>Market Research Analysts</u> Res□ survey results to create a marketing campaign based on regional preferences and buying habits.	★★★★	\$14.80	\$24.30		Masters Degree	19-3021
<u>Network and Computer Systems Administrators</u> Install, configure, and support an organization's network, and Internet system or a segment of a network system.	★★★★	\$17.70	\$26.50		Bachelor's Degree	15-1071
<u>Network Systems and Data Communications Analysts</u> Researches, tests, evaluates, and recommends data communications hardware and software.	★★★★	\$15.70	\$25.60		Bachelor's Degree	15-1081
Three-Star Investigative Jobs						
<u>Chemists</u> Conducts chemical analyses and studies the effects of experiments in laboratories to expand knowledge of chemical processes, develop new products, improve existing products, or to establish quality or process control.	★★★	\$17.50	\$25.40		Bachelor's Degree	19-2031
<u>Computer Hardware Engineers</u> Analyzes data processing needs of clients to plan electronic data processing system. Plans the layout and installation of new systems, or modification of existing systems.	★★★	NA	\$40.40 (National)		Bachelor's Degree	17-2061
<u>Computer Support Specialists</u> Provides technical assistance and training to computer system users and investigates and resolves computer software and hardware problems.	★★★	\$10.70	\$16.60		Associate Degree	15-1041
<u>Electrical Engineers</u> Designs, develops, tests, or supervises the manufacturing and installation of electrical equipment, components, or systems for commercial, residential, industrial, or scientific use.	★★★	\$24.30	\$34.70		Bachelor's Degree	17-2071
<u>Electronics Engineers, Except Computer</u> Researches, designs, develops, and tests electronic components and systems for commercial, industrial, or scientific use, using computers and knowledge of electronic theory and materials properties.	★★★	\$26.60	\$34.70		Bachelor's Degree	17-2072
<u>Environmental Scientists and Specialists, Including Health</u> Conducts research to develop methods of eliminating or controlling sources of environmental pollutants, utilizing knowledge of various scientific disciplines.	★★★	\$18.80	\$25.70		Masters Degree	19-2041

Industrial Engineering Technicians

Records and analyzes time, motion, method, and speed involved in the performance of production, maintenance, and other worker operations to establish standard production rates or improving efficiency.

Medical and Clinical Laboratory Technologists

Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease.

Operations Research Analysts

Analyzes management and operational problems within an organization. Prepares mathematical or simulation models to demonstrate possible solutions.

Veterinarians

Examines, diagnoses, and treats medical problems in animals. May work with pets and/or livestock, or with laboratory animals.

Artistic - Creator (see pages 13 & 14)

Four-Star Artistic Jobs

Advertising and Promotions Managers

Plans and directs advertising and policies and programs to create or promote interest in a product or service.

Architects, Except Landscape and Naval

Plans and designs structures for residential, commercial, and industrial property owners. Often uses computer-aided design and drafting (CADD) systems.

Fine Artists, Including Painters, Sculptors, and Illustrators

Creates original works of art, or produces artwork according to instructions, using such mediums and paint and canvas, wood, metal, clay, ceramics, or other materials.

Photographers

Photographs subjects or events using a variety of cameras that can accept lenses for close-up, medium-range, or distance photography. Often uses computers to scan a picture to digital form and to manipulate it to create a desired effect.

Three-Star Artistic Jobs

Multi-Media Artists and Animators

□ portions of television broadcasts, using electronic video equipment. Uses computer software to design new images or to modify existing ones.

Producers and Directors

Producer selects plays or scripts, arranges financing, and decides on the size of the production and its budget. Director interprets scripts, auditions and selects cast members, conducts rehearsals, and directs the work of the cast and crew.

Writers and Authors

Creates original written works for publication or performance. May write as private author, or for clients such as publishers, motion picture studios, television networks, radio stations, magazines and trade journals, newspapers, and advertisements.

Two-Star Artistic Jobs

Actors

Performs dramatic roles, action roles, comedy routines, or tricks of illusion to entertain audiences on stage, TV, or motion pictures.

★★★	\$13.90	\$22.00	Associate Degree	17-3026
★★★	\$14.00	\$20.30	Bachelor's Degree	29-2011
★★★	\$19.00	\$29.80	Masters Degree	15-2031
★★★	\$23.10	\$32.00	First Professional Degree	29-1131

★★★★	\$15.20	\$26.90	Experience plus Bachelor's Degree	11-2011
★★★★	\$16.60	\$26.30	Bachelor's Degree	17-1011
★★★★	\$9.30	\$21.20	Long-Term OJT	27-1013
★★★★	\$8.00	\$14.00	Long-Term OJT	27-4021

★★★	\$14.40	\$20.20	Bachelor's Degree	27-1014
★★★	NA	\$34.80 (National)	Experience plus Bachelor's Degree	27-2012
★★★	\$11.80	\$19.00	Bachelor's Degree	27-3043

★★	NA	\$22.48 (National)	Long-Term OJT	27-2011
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Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		
<u>Graphic Designers</u> Designs art and copy layouts for material to be presented by magazines, newspapers, television, and packaging. Uses computer software to design new images or to modify existing ones.	★★	\$11.00	\$17.20	Bachelor's Degree	27-1024
One-Star Artistic Jobs					
<u>Floral Designers</u> Designs and fashions live, cut, dried, or artificial floral arrangements for individuals or for events such as weddings, banquets, and funerals.	★	\$7.10	\$9.20	Moderate OJT	27-1023
<u>Interior Designers</u> Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings.	★	\$14.20	\$21.20	Bachelor's Degree	27-1025
<u>Librarians</u> Provides library services by selecting, acquiring, processing, and organizing library materials such as books, publications, documents, audiovisual aids, and other reference materials for patron use. Assists patrons in the use of library resources.	★	\$11.60	\$18.30	Masters Degree	25-4021
<u>Models</u> Poses for pictures taken by photographers or as subject for paintings or sculptures. Models garments for prospective customers.	★	NA	\$13.21 (National)	Moderate OJT	41-9012
Social - Helper (see pages 13 & 14)					
Five-Star Social Jobs					
<u>Dental Hygienists</u> Performs non-surgical dental treatments such as cleaning plaque, tartar, and stains from teeth and beneath the margins of gums, using dental instruments. Also instructs individuals in the care of the teeth and gums.	★★★★★	\$15.60	\$25.60	Associate Degree	29-2021
<u>Physical Therapists</u> Selects and applies techniques and treatments that help relieve pain, increase strength, and decrease or prevent crippling for patients in a hospital or other health care facility.	★★★★★	\$19.30	\$27.80	Masters Degree	29-1123
<u>Police and Sheriff's Patrol Officers</u> Patrols assigned areas to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.	★★★★★	\$14.40	\$18.10	Long-Term OJT	33-3051
<u>Principals (Education Administrators, Elementary and Secondary schools)</u> Plans, develops, and administers educational programs, school policies, and academic codes of ethics to provide educational opportunities for students. Monitors programs for effectiveness and compliance with federal, state, and local regulations.	★★★★★	\$55,370 (Annual)	\$68,340	Experience plus Bachelor's Degree	11-9032
<u>Registered Nurses</u> Administers nursing care to ill or injured persons providing health care, first aid, and immunization in facilities such as hospitals, schools, and industry. Includes administrative, public health, industrial, private duty, and surgical nurses.	★★★★★	\$18.70	\$24.40	Associate Degree	29-1111
<u>Vocational Education Teachers, Postsecondary</u> Teaches vocational and/or occupational subjects at the postsecondary level which include business, secretarial, science, data processing, trades, and practical nursing subjects.	★★★★★	\$12.10	\$19.40	Related Work Experience	25-1194

Four-Star Social Jobs

Massage Therapists

Massage customers for hygienic or remedial purposes.

★★★★ \$6.60 \$16.30 After High School Applied Technology 31-9011

Personal Financial Advisors

Provides financial counseling to individuals about debt management and other financial matters.

★★★★ \$13.90 \$25.80 Bachelor's Degree 13-2052

Three-Star Social Jobs

Educational, Vocational, and School Counselors

Counsels individuals, and provides educational or vocational guidance and assessment services.

★★★ \$12.70 \$19.20 Masters Degree 21-1012

Elementary School Teachers

Teaches basic academic, social, and other formative skills to pupils in public or private elementary schools.

★★★ \$28,240 (Annual) \$39,240 (Annual) Bachelor's Degree 25-2021

Employment, Recruitment, and Placement Specialists

Develops relationships with employers to provide employment opportunities for job applicants and students.

★★★ \$13.10 \$21.90 Bachelor's Degree 13-1071

Fitness Trainers and Aerobics Instructors

Evaluates, advises, and trains athletes to maintain their physical fitness.

★★★ \$8.60 \$16.70 After High School Applied Technology 39-9031

Licensed Practical Nurses and Licensed Vocational Nurses

Cares for

★★★ \$12.00 \$15.60 After High School Applied Technology 29-2061

Medical and Public Health Social Workers

Assesses, counsels, and aids individuals and families with problems relating to finances, employment, food, clothing, child care, housing, or other human needs and conditions.

★★★ \$12.90 \$21.60 Bachelor's Degree 21-1022

Medical Assistants

P

treatment rooms for examination of patients, handling instruments and materials to physicians and maintaining medical records.

★★★ \$9.40 \$10.60 Moderate OJT 31-9092

Mental Health and Substance Abuse Social Workers

Coun

★★★ \$8.20 \$18.90 Masters Degree 21-1023

Middle School Teachers

Teaches students in public or private schools in one or more subjects at the middle, intermediate, or junior high level.

★★★ \$28,190 (Annual) \$39,930 (Annual) Bachelor's Degree 25-2022

Physical Therapist Aides

Prepares patients for and administers physical therapy treatments, such as exercise, hydrotherapy, traction, or heat treatment. Normally works under the direction of a physical therapist.

★★★ \$7.70 \$9.10 Short-Term OJT 31-2022

Police, Fire, and Ambulance Dispatchers

Receives calls from the public concerning emergencies or crimes, and broadcasts orders to police patrol units in the vicinity to investigate. Operates radio and telephone equipment to receive reports of fires and medical emergencies, and relays information or orders to appropriate response units.

★★★ \$11.90 \$13.90 Moderate OJT 43-5031

Secondary School Teachers

Tea

★★★ \$28,580 (Annual) \$40,030 (Annual) Bachelor's Degree 25-2031

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		
<u>Security Guards</u> Protects property, money, and merchandise in a store or similar establishment by detecting theft, shoplifting, and other unlawful practices by the public or employees. Preserves order and enforces security standards set by management. Also, may locate persons, using phones or mail directories, to serve legal papers and to collect debts.	★★★	\$8.20	\$11.40	Short-Term OJT	33-9032
<u>Social and Human Service Assistants</u> Assists Social Workers and Caseworkers to organize programs that aid families and individuals to prevent or resolve problems related to basic needs, substance abuse, and human relationships.	★★★	\$7.50	\$10.30	Moderate OJT	21-1093
<u>Special Education Teachers, Preschool, Kindergarten, and Elementary School</u> Teaches elementary school subjects to physically, visually, and hearing impaired students.	★★★	\$28,220 (Annual)	\$39,510 (Annual)	Bachelor's Degree	25-2041
<u>Special Education Teachers, Secondary School</u> Teaches secondary school subjects to physically, visually, and hearing impaired students.	★★★	\$27,550 (Annual)	\$39,140 (Annual)	Bachelor's Degree	25-2043
<u>Speech-Language Pathologists</u> Examines and provides remedial services for persons with speech and hearing disorders, administering hearing or speech/language evaluations, tests, and examinations and counseling and instructing clients in techniques to accommodate speech or hearing impairment.	★★★	\$16.00	\$24.10	Masters Degree	29-1127
<u>Title Examiners, Abstractors, and Searchers</u> Search real estate records, examine titles, or summarize pertinent legal or insurance details for a variety of purposes.	★★★	\$15.10	\$23.20	Moderate OJT	23-2093
Two-Star Social Jobs					
<u>Child Care Workers</u> Monitors and cares for children in schools, businesses, or institutions. Performs a variety of tasks such as dressing, feeding, bathing, and overseeing play.	★★	\$6.00	\$7.50	Short-Term OJT	39-9011
<u>Child, Family, and School Social Workers</u> Provide social services and assistance to improve the social and psychological functioning of children and their families.	★★	\$10.20	\$16.90	Bachelor's Degree	21-1021
<u>Dental Assistants</u> Assists dentists by performing support duties for the treatment of patients during dental procedures such as sterilizing instruments, setting up instrument trays, and recording treatment information in patient records.	★★	\$8.20	\$10.90	Moderate OJT	31-9091
<u>Emergency Medical Technicians and Paramedics</u> Administers first aid treatment and transports sick or injured persons to medical facility, working as a member of an emergency medical team.	★★	\$7.50	\$12.10	After High School Applied Technology	29-2041
<u>Kindergarten Teachers</u> Teaches personal hygiene, music, art, and elementary academics to children from 4 to 6 years old to promote physical, mental, and social development.	★★	\$19,720 (Annual)	\$35,890 (Annual)	Bachelor's Degree	25-2012

Nursing Aides, Orderlies, and Attendants

Works under the direction of medical staff to care for patients in health care facilities. Feeds patients unable to feed themselves, sets up equipment, prepares food trays, bathes, grooms, and dresses patients.

Personal and Home Care Aides

Performs housekeeping, personal care, and emotional support for clients in their places of residence. Helps elderly, disabled, and ill people live in their own homes instead of in a health facility.

Preschool Teachers

Instructs children (normally up to 5 years of age) in a preschool, day care, or other child development center. Conducts activities designed to develop social, physical, and intellectual skills needed for primary school.

Recreation Workers

Conducts recreation activities with groups in recreational facility or in public, private, or volunteer agency.

Teacher Assistants

Prepares classroom materials, supervises students, and operates audio-visual equipment under the guidance of a teacher.

Ushers, Lobby Attendants, and Ticket Takers

Assists patrons at entertainment events, such as sporting events, motion pictures, or theater performances by collecting admission tickets and passes from patrons, and helping patrons find seats.

Waiters and Waitresses

Takes food orders and serves food and beverages to patrons in dining establishments.

One-Star Social Jobs

Probation Officers and Correctional Treatment Specialists

Performs casework duties to monitor and assist in the rehabilitation of law offenders either in custody or on probation.

Psychiatric Technicians

Provides nursing care such as helping patients with personal hygiene and giving medications to mentally ill, emotionally disturbed, or mentally retarded patients.

Vocational Education Teachers, Secondary School

Teach vocational or occupational subjects at the secondary school level.

Enterprising - Persuader (see pages 13 & 14)

Five-Star Enterprising Jobs

Advertising Sales Agents

Sells or solicits advertising, such as advertising space in publications, custom-made signs, and air time on TV and radio.

Chief Executives

Provides overall direction for organizations. Determines and formulates policies and strategies.

Claims Adjusters, Examiners, and Investigators

Investigates, analyzes, and determines the extent of an insurance company's liability concerning personal, casualty, or property loss or damages. Attempts to bring about settlements with claimants or their representatives.

★★	\$7.70	\$9.40	Short-Term OJT	31-1012
★★	\$7.30	\$8.40	Short-Term OJT	39-9021
★★	\$6.70	\$8.90	After High School Applied Technology	25-2011
★★	\$6.30	\$9.10	Bachelor's Degree	39-9032
★★	\$13,840 (Annual)	\$18,910 (Annual)	Short-Term OJT	25-9041
★★	\$5.90	\$6.60	Short-Term OJT	39-3031
★★	\$6.00	\$7.70	Short-Term OJT	35-3031

★	NA	\$20.50 (National)	Bachelor's Degree	21-1092
★	\$8.40	\$11.00	Moderate OJT	29-2053
★	\$29,820 (Annual)	\$39,970 (Annual)	Experience plus Bachelor's Degree	25-2032

★★★★★	\$9.70	\$18.60	Moderate OJT	41-3011
★★★★★	NA	\$67.30 (National)	Experience plus Bachelor's Degree	11-1011
★★★★★	\$12.40	\$19.10	Long-Term OJT	13-1031

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide		Training	SOC Code
		Hourly Wage	Average		
<u>Computer and Information Systems Managers</u> Manages, plans, directs, and coordinates information system and computer programming activities.	★★★★★	\$23.50	\$38.90	Experience plus Bachelor's Degree	11-3021
<u>Construction Managers</u> Plans and directs activities concerned with the construction and maintenance of buildings, facilities, and systems.	★★★★★	\$20.90	\$32.30	Bachelor's Degree	11-9021
<u>Construction Supervisors/Managers</u> Directly supervises and coordinates activities of construction trades workers and their helpers. May also engage in the same construction trades work as the workers they supervise.	★★★★★	\$16.10	\$21.90	Related Work Experience	47-1011
<u>Electricians</u> Installs, maintains, and repairs electrical wiring, equipment, and fixtures. Possesses electrician's license or identification card and follows local electrical codes to meet government regulations.	★★★★★	\$8.70	\$16.10	Long-Term OJT	47-2111
<u>Financial Managers</u> Directs, coordinates, and implements financial policies, procedures, and practices including preparing budgets and reviewing reports.	★★★★★	\$14.90	\$31.30	Experience plus Bachelor's Degree	11-3031
<u>Food Service Managers</u> Plans, directs, and coordinates activities of an establishment, organization, or department that serves food and beverages.	★★★★★	\$12.20	\$18.20	Related Work Experience	11-9051
<u>General and Operations Managers</u> Provides overall direction for organizations. Determines and formulates policies and strategies. Plans, directs, and coordinates operational activities with the help of middle managers.	★★★★★	\$17.80	\$36.80	Experience plus Bachelor's Degree	11-1021
<u>Human Resources Managers</u> M□ts.	★★★★★	\$22.30	\$30.60	Experience plus Bachelor's Degree	11-3040
<u>Industrial Engineers</u> Performs engineering duties in planning and overseeing the use of production facilities and personnel in industrial firms. Plans and implements production methods to maximize productivity and minimize cost.	★★★★★	\$21.30	\$35.80	Bachelor's Degree	17-2112
<u>Industrial Production Managers</u> Plans, organizes, directs, controls, and coordinates the work activities and resources necessary for manufacturing products.	★★★★★	\$21.30	\$35.80	Bachelor's Degree	11-3051
<u>Lawyers</u> Co□.	★★★★★	\$30.60	\$56.30	First Professional Degree	23-1011
<u>Management Analysts</u> Reviews, analyzes, and suggests improvements to businesses and organizations to help management operate more efficiently and effectively.	★★★★★	\$18.90	\$30.80	Experience plus Bachelor's Degree	13-1111
<u>Marketing Managers</u> Plans, directs, and coordinates activities to determine the demand for products and services offered by a firm.	★★★★★	\$20.40	\$39.10	Experience plus Bachelor's Degree	11-2021

Medical and Health Services Managers Plans, directs, and coordinates medicine and health services in hospitals or similar organizations.	★★★★★	\$20.50	\$33.80	Experience plus Bachelor's Degree	11-9111
Paralegals and Legal Assistants Assists lawyers by researching legal precedents, investigating facts, preparing legal documents, and directing and coordinating law office activities.	★★★★★	\$13.80	\$18.50	Associate Degree	23-2011
Purchasing Agents, Except Wholesale, Retail, and Farm Directs and manages activities involved with purchasing goods and services for an organization such as negotiating contracts, analyzing proposals, and preparing purchase orders.	★★★★★	\$15.90	\$23.60	Related Work Experience	13-1023
Sales Managers Plans, directs, and coordinates sales activities by establishing sales territories, quotas, goals, and training programs for sales representatives.	★★★★★	\$18.90	\$35.90	Experience plus Bachelor's Degree	11-2022
Sales Representatives, Except Technical and Scientific Products Sells goods or services for wholesalers or manufacturers to businesses or groups of individuals. Solicits orders from established clients or secures new customers.	★★★★★	\$14.00	\$24.30	Moderate OJT	41-4012
Sales Representatives, Technical and Scientific Products Sells products that require a technical knowledge of the product and its use, such as agricultural equipment, electronic equipment, industrial machinery, medical equipment, and chemicals.	★★★★★	\$17.00	\$29.30	Moderate OJT	41-4011
Supervisors/Managers of Mechanics, Installers, and Repairers Directly supervises and coordinates activities of mechanics, repairers, and installers and their helpers. May work in smaller establishments and perform both supervisory and management functions, such as accounting, marketing, and personnel work. May engage in the same repair work as the workers they supervise.	★★★★★	\$15.40	\$23.30	Related Work Experience	49-1011
Supervisors/Managers of Office and Administrative Support Workers Plans, directs, and coordinates office support services of an organization. May oversee maintenance and custodial	★★★★★	\$13.00	\$19.50	Related Work Experience	43-1011
Supervisors/Managers of Production and Operating Workers Directly supervises and coordinates activities of production workers, such as machine setters and operators, assemblers, fabricators, testers, or plant and system operators.	★★★★★	\$13.30	\$20.80	Related Work Experience	51-1011
Supervisors/Managers of Retail Sales Workers Directly supervises and coordinates the activities of sales, marketing, and related workers. May perform management functions such as budgeting, accounting, marketing, and personnel work in addition to supervisory duties.	★★★★★	\$10.80	\$16.50	Related Work Experience	41-1011
Supervisors/Managers of Transportation/Material-Moving Machine/Vehicle Operators Supervises and coordinates the activities of transportation and material-moving machine and vehicle operators.	★★★★★	\$15.00	\$24.00	Related Work Experience	53-1031
Transportation, Storage, and Distribution Managers Plans, directs, and coordinates the transportation operations of an organization including reviewing schedules, worker assignments, and routes.	★★★★★	\$18.90	\$29.60	Related Work Experience	11-3071
Four-Star Entering Jobs					
Administrative Services Managers Plans, directs, and coordinates office support services of an organization. May oversee maintenance and custodial operations.	★★★★	\$14.20	\$25.90	Experience plus Bachelor's Degree	11-3011
Flight Attendants Provides information and personal services to airline passengers during flight to ensure their safety and comfort.	★★★★	NA	\$51,160 (National/Annual)	Long-Term OJT	39-6031

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		
<u>Real Estate Appraisers</u> Appraises real property to determine its value for purchase, sales, investment, mortgage, or loan purposes.	★★★★	\$9.50	\$19.10	After High School Applied Technology	13-2021
<u>Supervisors/Managers of Food Preparation and Serving Workers</u> Plans, directs, and coordinates activities of an establishment, organization, or department that serves food and beverages.	★★★★	\$8.90	\$12.20	Related Work Experience	35-1012
<u>Supervisors/Managers of Housekeeping and Janitorial Workers</u> Supervises the work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, schools, and similar establishments.	★★★★	\$9.40	\$14.00	Related Work Experience	37-1011
<u>Wholesale and Retail Buyers, Except Farm Products</u> Selects and buys merchandise or commodities (other than farm products) from suppliers for resale to consumers at the wholesale or retail level.	★★★★	\$10.40	\$19.10	Related Work Experience	13-1022
Four-Star Enterprising Jobs					
<u>Athletes and Sports Competitors</u> Participates in professional competitive athletic events to entertain sports fans.	★★★	NA	\$86,690 (National, Annual)	Long-Term OJT	27-2021
<u>Chefs and Head Cooks</u> Directs and participates in the preparation, seasoning, and cooking of soups, meats, fish, vegetables, salads, desserts, or other foods.	★★★	\$7.70	\$13.10	Related Work Experience	35-1011
<u>Driver/Sales Workers</u> Drives trucks or other vehicles over established routes to deliver and sell goods, such as food products; pick up and deliver items, such as parcels and laundry; or refill, service, and collect coins from vending machines.	★★★	\$6.30	\$11.00	Long-Term OJT	53-3031
<u>Loan Officers</u> Evaluates and recommends approval of commercial, real estate, or credit loans. Advises borrowers on financial options and methods of payments.	★★★	\$14.40	\$22.40	Bachelor's Degree	13-2072
<u>Manicurists and Pedicurists</u> Cleans, shapes, and polishes customers' fingernails and toenails.	★★★	\$7.70	\$9.80	After High School Applied Technology	39-5092
<u>Parts Salespersons</u> Sells spare and replaceable parts and equipment from behind the counter in a parts store, repair shop, or agency. Determines the make, model, and type of part needed.	★★★	\$9.90	\$14.70	Moderate OJT	41-2022
<u>Private Detectives and Investigators</u> Detect unlawful acts or infractions of rules in private establishment, or seek, examine, and compile information for client.	★★★	\$8.80	\$14.50	Related Work Experience	33-9021
<u>Public Relations Specialists</u> Promotes and creates a positive image for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various media.	★★★	\$14.50	\$22.20	Bachelor's Degree	27-3031

Purchasing Managers

Plans, directs, and coordinates the activities of workers involved in purchasing materials, products, or services.

★★★ \$21.80 \$33.40 Experience plus Bachelor's Degree 11-3061

Securities, Commodities, and Financial Services Sales Agents

Buys and sells securities in investment and trading firms keeping informed about political and economic trends that influence stock prices. Develops and implements financial plans for individuals, businesses, and organizations.

★★★ \$15.40 \$39.40 Bachelor's Degree 41-3031

Telemarketers

Promotes and solicits orders for goods or services over the telephone.

★★★ \$6.40 \$10.20 Short-Term OJT 41-9041

Training and Development Specialists

Plans, directs, and coordinates the training activities of an organization.

★★★ \$12.90 \$21.30 Bachelor's Degree 13-1073

Two-Star Enterprising Jobs**Bartenders**

Mixes and serves alcoholic and nonalcoholic beverages to patrons, following standard recipes, in a restaurant, bar, or lounge.

★★ \$6.00 \$8.30 Short-Term OJT 35-3011

Demonstrators and Product Promoters

Demonstrates merchandise and answers questions for the purpose of creating public interest in buying products.

★★ \$7.70 \$10.20 Moderate OJT 41-9011

Hairdressers, Hairstylists, and Cosmetologists

Provides a wide variety of beauty services to patrons, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp.

★★ \$7.20 \$9.90 After High School Applied Technology 39-5012

Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop

Welcomes patrons to an establishment, seats them at tables or in a lounge, and ensures a high quality of service.

★★ \$6.30 \$7.80 Short-Term OJT 35-9031

Insurance Sales Agents

Sells or advises clients on life, auto, fire, accident, and other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.

★★ \$11.90 \$23.50 Bachelor's Degree 41-3021

Property and Real Estate Managers

M □

★★ \$9.40 \$19.70 Bachelor's Degree 11-9141

Retail Salespersons

Sells a wide variety of merchandise such as clothing, appliances, furniture, tools, or motor vehicles. Also greets customers, shows and demonstrates merchandise and explains the use, operation, and care of the product to customers.

★★ \$7.00 \$11.00 Short-Term OJT 41-2031

One-Star Enterprising Jobs**Meeting and Convention Planners**

Coordinates the activities of staff and convention personnel to make arrangements for group meetings.

★ \$11.10 \$16.40 Bachelor's Degree 13-1121

No-Star Enterprising Jobs**Travel Agents**

Plans trips for travel agency customers. May specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours.

No Stars \$8.20 \$12.80 After High School Applied Technology 41-3041

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		

Conventional – Organizer (see pages 13 & 14)

Five-Star Conventional Jobs					
<u>Dispatchers, Except Police, Fire, and Ambulance</u> Scheduling □	★★★★★	\$11.20	\$16.80	Moderate OUT	43-5032
<u>Executive Secretaries and Administrative Assistants</u> Assists executives by coordinating and directing basic office services, such as staff assignments, records management, budget control, and special management studies.	★★★★★	\$11.90	\$16.00	Moderate OUT	43-6011
<u>Human Resources Assistants</u> Compile and keep personnel records.	★★★★★	\$10.40	\$14.80	Short-Term OUT	43-4161
<u>Payroll and Timekeeping Clerks</u> Computes and posts wage data to payroll records. Keeps daily, weekly, or monthly records showing payroll activities and transactions. Compiles employee time, production, and payroll data from time sheets and other records on a computer.	★★★★★	\$10.50	\$14.30	Moderate OUT	43-3051
<u>Postal Service Mail Carriers</u> Sorts mail for delivery, and delivers mail along an established route by vehicle or on foot.	★★★★★	\$16.90	\$20.60	Short-Term OUT	43-5052
<u>Production, Planning, and Expediting Clerks</u> Coordinates the flow of work and materials within or between departments of an establishment according to production schedule. Duties are primarily clerical in nature.	★★★★★	\$11.30	\$17.50	Short-Term OUT	43-5061

Four-Star Conventional Jobs					
<u>Audio and Video Equipment Technicians</u> Set up or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, and related electronic equipment for concerts, sports events, meetings, etc.	★★★★	\$9.30	\$13.70	Long-Term OUT	27-4011
<u>Bill and Account Collectors</u> Locates and notifies customers of delinquent accounts by mail, telephone, or personal visit to solicit payment.	★★★★	\$9.80	\$12.80	Short-Term OUT	43-3011
<u>Billing and Posting Clerks and Machine Operators</u> Operating □ calculating □	★★★★	\$9.40	\$12.20	Moderate OUT	43-3021
<u>Bookkeeping, Accounting, and Auditing Clerks</u> Computes, classifies, records, and summarizes financial data to keep and maintain fiscal records according to established bookkeeping and accounting procedures.	★★★★	\$9.20	\$13.00	Moderate OUT	43-3031

Court, Municipal, and License Clerks

A Court Clerk performs clerical duties in a court of law. Secures, processes, and records information for the court. Confers with court officials and litigants regarding court proceedings. License Clerk issues licenses or permits to qualified applicants. Obtains necessary information; records data; advises applicants on requirements; collects fees; and issues licenses.

Inspectors, Testers, Sorters, Samplers, and Weighers

In □

parts or products to verify conformity with established standards. Inspection may be done before, during, or after processing.

Insurance Claims and Policy Processing Clerks

An Insurance Claim Clerk obtains and compiles information from policyholders or designated persons for the purpose of settling claims with insurance carriers. An Insurance Processing Clerk processes applications for, changes to, reinstatement of, and cancellation of various types of insurance policies.

Pharmacy Technicians

Fills orders for unit doses and prepackaged pharmaceuticals and performs related duties under the supervision and direction of a pharmacist.

Reservation and Transportation Ticket Agents and Travel Clerks

Makes and confirms reservations for passengers. Sells tickets for transportation carriers such as airlines, bus companies, railroads, and cruise ship lines. May check baggage and direct or escort passengers to a designated concourse, pier, or track.

Three-Star Conventional Jobs

Accountants and Auditors

Accountants analyze financial information and prepare reports describing assets, liabilities, profit and loss, or other financial activities within an organization. Auditors examine and analyze accounting records to determine financial status of organizations and prepare financial reports.

Customer Service Representatives

Interviews applicants for water, gas, electric, or telephone service. Talks with customers by phone or in person, and receives orders to start, stop, or change service.

Data Entry Keyers

Operates keyboards or other data entry devices to input data into a computer or onto disk, tape, or card. Duties include coding and verifying alphabetic or numeric data.

Legal Secretaries

Prepares legal documents and correspondences such as summonses, complaints, motions, and subpoenas. Must be familiar with legal terminology, procedures, and documents, as well as legal research.

Library Technicians

Assists librarian in the acquisition, processing, cataloging, and display of books and materials in a library. Assists patrons in the use of library resources.

Office Clerks, General

Performs any combination of clerical duties to provide clerical support to office staff, typically in an office environment.

Receptionists and Information Clerks

Receives and greets visitors to an establishment, or obtains and provides information for the general public (customers, visitors, and other interested parties). Provides information about activities conducted at the establishment; the location of departments, offices, and employees within the organization; or services offered. May perform other clerical duties as assigned.

★★★★	\$9.20	\$12.20	Short-Term OUT	43-4031
★★★★	\$9.10	\$14.90	Moderate OUT	51-9061
★★★★	\$9.20	\$13.40	Moderate OUT	43-9041
★★★★	\$10.80	\$13.00	Moderate OUT	29-2052
★★★★	\$9.20	\$15.20	Short-Term OUT	43-4181

★★★	\$15.90	\$23.90	Bachelor's Degree	13-2011
★★★	\$8.80	\$11.90	Moderate OUT	43-4051
★★★	\$8.60	\$10.20	Moderate OUT	43-9021
★★★	\$12.30	\$15.40	After High School Applied Technology	43-6012
★★★	\$7.80	\$11.00	Short-Term OUT	25-4031
★★★	\$7.50	\$10.60	Short-Term OUT	43-9061
★★★	\$7.40	\$9.90	Short-Term OUT	43-4171

Utah Career Chart

Occupational Title and Description	Star Rating	Statewide Hourly Wage		Training	SOC Code
		Entry	Average		
<u>Secretaries, Except Legal, Medical, and Executive</u> Relieves officials or executives of clerical work and minor administrative or business details by scheduling appointments, giving information to callers, composing and typing correspondence, reading and routing incoming mail, filing records, and other various clerical duties.	★★★	\$8.90	\$12.10	Moderate OJT	43-6014
<u>Shipping, Receiving, and Traffic Clerks</u> Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment.	★★★	\$8.50	\$11.70	Short-Term OJT	43-5071
<u>Stock Clerks and Order Fillers</u> A Stock Clerk receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. An Order Filler fills customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips order forms.	★★★	\$7.50	\$10.50	Short-Term OJT	43-5081
Two-Star Conventional Jobs					
<u>Cashiers</u> Receives payments, issues receipts, handles credit transactions, accounts for the amounts received, and performs related duties in a wide variety of business establishments.	★★	\$6.20	\$8.10	Short-Term OJT	41-2011
<u>Counter and Rental Clerks</u> Greet customers and receives orders for services, such as rentals, repairs, dry cleaning, or storage. May compute cost and accept payment.	★★	\$6.20	\$9.20	Short-Term OJT	41-2021
<u>Hotel, Motel, and Resort Desk Clerks</u> Serves hotel patrons by registering and assigning rooms, issuing room keys, sending and receiving messages, making and confirming reservations, and presenting statements to and collecting payments from departing guests.	★★	\$7.00	\$8.90	Short-Term OJT	43-4081
<u>Library Assistants, Clerical</u> Assists librarians and library technicians in providing service to patrons. Issues and receives library materials; sorts, shelves, and maintains materials; and assists patrons in locating materials. May drive a bookmobile or light truck that pulls a book trailer to specific locations on a schedule and provide services in a mobile library.	★★	\$6.90	\$9.20	Short-Term OJT	43-4121
<u>Medical Records and Health Information Technicians</u> Compiles and maintains medical records of patients in hospitals, clinics, nursing homes, or other health care facilities. Ensures that all necessary information is on a computer file.	★★	\$9.00	\$11.80	Associate Degree	29-2071
<u>Medical Secretaries</u> Performs secretarial duties, such as scheduling appointments for patients and taking dictation from medical staff using specific knowledge of medical terminology and procedures. Uses personal computers, and operates office equipment.	★★	\$9.50	\$12.30	After High School Applied Technology	43-6013
<u>Tellers</u> Receives and pays out money in a financial institution. Keeps records of money and other negotiable instruments involved in financial transactions.	★★	\$8.10	\$9.50	Short-Term OJT	43-3071

One-Star Conventional Jobs

Budget Analysts

Analyzes accounting records of an organization to determine financial resources needed to meet fiscal obligations. Makes recommendations for budget allocations.

★ \$20.30 \$26.90 Bachelor's Degree 13-2031

Credit Authorizers, Checkers, and Clerks

Credit Authorizers authorizes credit charges against customers' accounts. Credit Checkers investigate history and credit standing of individuals or businesses applying for credit. They may also telephone or write to credit departments of businesses or service establishments to obtain information about an applicant's credit standing. Credit Clerks interview applicants to obtain personal and financial data; determine credit worthiness; processes applications; and notifies customers of acceptance or rejection of credit.

★ \$9.70 \$14.70 Short-Term OJT 43-4041

File Clerks

Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used.

★ \$7.40 \$10.00 Short-Term OJT 43-4071

Loan Interviewers and Clerks

Loan Clerks review loan papers to ensure completeness; prepare correspondence, reports, and loan documents from drafts; and complete transactions between the loan establishment, borrowers, and sellers upon approval of loan.

★ \$9.50 \$14.00 Short-Term OJT 43-4131

New Accounts Clerks

Interviews persons who wish to open bank accounts. Explains banking services available to prospective customers and assists them in preparing application forms.

★ \$9.90 \$11.90 Related Work Experience 43-4141

Order Clerks

Receives and processes incoming orders for materials, merchandise, or services.

★ \$7.80 \$12.10 Short-Term OJT 43-4151

Word Processors and Typists

Uses computer programs to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.

★ \$9.30 \$13.70 Moderate OJT 43-9022

No-Star Conventional Jobs

Law Clerks

Researches and analyzes law sources to prepare legal documents for review, approval, and use by attorney.

No Stars \$11.00 \$18.70 Bachelor's Degree 23-2092

Mail Clerks and Mail Machine Operators, Except Postal Service

Prepares incoming and outgoing mail or packages for distribution and mailing.

No Stars \$8.20 \$10.30 Moderate OJT 43-9051

Index to Career Chart by Occupation*

Accountants and Auditors	34	Architectural and Civil Drafters	18	Billing and Posting Clerks and Machine Operators	33
Actors	24	Athletes and Sports Competitors	31	Bookkeeping, Accounting, and Auditing Clerks	33
Administrative Services Managers	30	Audio and Video Equipment Technicians	33	Brickmasons and Blockmasons	16
Advertising and Promotions Managers	24	Automotive Service Technicians and Mechanics	18	Budget Analysts	36
Advertising Sales Agents	28	Automotive Body and Related Repairers	16	Bus and Truck Mechanics and Diesel Engine Specialists	18
Aircraft Mechanics and Service Technicians	17	Bakers	19	Bus Drivers, School	18
Airline Pilots, Copilots, and Flight Engineers	17	Bartenders	32	Bus Drivers, Transit and Intercity	16
Amusement and Recreation Attendants	20	Bill and Account Collectors	33	Butchers and Meat Cutters	21
Architects, Except Landscape and Naval	24				

Index to Career Chart by Occupation*

Cabinetmakers and Bench Carpenters	19	Dishwashers	20	Hotel, Motel, and Resort Desk Clerks	35
Carpenters	16	Dispatchers, Except Police, Fire, and Ambulance	33	Human Resources Assistants	33
Cashiers	35	Driver/Sales Workers	31	Human Resources Managers	29
Cement Masons and Concrete Finishers	18	Drywall and Ceiling Tile Installers	16		
Chefs and Head Cooks	31			Industrial Engineering Technicians	24
Chemists	23	Educational, Vocational, and School Counselors	26	Industrial Engineers	29
Chief Executives	28	Electrical and Electronic Engineering Technicians	16	Industrial Machinery Mechanics	16
Child Care Workers	27	Electrical and Electronic Equipment Assemblers	22	Industrial Production Managers	29
Child, Family, and School Social Workers	27	Electrical and Electronics Repairers, Commercial and Industrial Equipment	19	Industrial Truck and Tractor Operator	18
Civil Engineering Technicians	18	Electrical Engineers	23	Inspectors, Testers, Sorters, Samplers, and Weighers	34
Civil Engineers	16	Electricians	29	Insurance Claims and Policy Processing Clerks	34
Claims Adjusters, Examiners, and Investigators	28	Electronics Engineers, Except Computer	23	Insurance Sales Agents	32
Cleaners of Vehicles and Equipment	20	Electronic Home Entertainment Equipment	23	Interior Designers	25
Clinical, Counseling, and School Psychologists	22	Installers and Repairers	21	Janitors and Cleaners	21
Combined Food Preparation and Serving Workers, Including Fast Food	20	Elementary School Teachers	26	Kindergarten Teachers	27
Computer, Automated Teller, and Office Machine Repairers	19	Emergency Medical Technicians and Paramedics	27		
Computer-Controlled Machine Tool Operators	19	Employment, Recruitment, and Placement Specialists	26	Laborers and Freight, Stock, and Material Movers, Hand	21
Computer Hardware Engineers	23	Environmental Scientists and Specialists, Including Health	23	Landscaping and Groundskeeping Workers	21
Computer and Information Systems Managers	29	Executive Secretaries and Administrative Assistants	33	Laundry and Dry-Cleaning Workers	21
Computer Programmers	23	Family and General Practitioners	23	Law Clerks	36
Computer Software Engineers, Applications	22	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	20	Lawyers	29
Computer Software Engineers, Systems Software	22	File Clerks	36	Legal Secretaries	34
Computer Support Specialists	23	Financial Analysts	20	Librarians	25
Computer Systems Analysts	22	Financial Managers	23	Library Assistants, Clerical	35
Construction Laborers	19	Financial Artists, Including Painters, Sculptors, & Illustrators	29	Library Technicians	34
Construction Managers	29	Fine Artists, Including Painters, Sculptors, & Illustrators	24	Licensed Practical Nurses and Licensed Vocational Nurses	26
Construction Supervisors/Managers	29	Fire Fighters	18	Loan Interviewers and Clerks	36
Cooks, Fast Food	20	Fitness Trainers and Aerobics Instructors	26	Loan Officers	31
Cooks, Institution and Cafeteria	20	Floral Designers	25	Locomotive Engineers	21
Cooks, Restaurant	20	Flight Attendants	30		
Cooks, Short Order	20	Food Preparation Workers	20	Machinists	16
Correctional Officers and Jailers	16	Food Service Managers	29	Maids and Housekeeping Cleaners	21
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	20	Forest and Conservation Technicians	22	Mail Clerks and Mail Machine Operators, Except Postal Service	36
Counter and Rental Clerks	35	General and Operations Managers	29	Maintenance and Repair Workers, General	16
Couriers and Messengers	22	Graphic Designers	25	Maintenance Workers, Machinery	18
Court, Municipal, and License Clerks	34	Hairdressers, Hairstylists, and Cosmetologists	32	Management Analysts	29
Credit Authorizers, Checkers, and Clerks	36	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	16	Marketing Managers	29
Customer Service Representatives	34	Home Health Aides	21	Market Research Analysts	23
		Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	32	Manicurists and Pedicurists	31
Data Entry Keyers	34			Massage Therapists	26
Demonstrators and Product Promoters	32			Mechanical Drafters	19
Dental Assistants	27				
Dental Hygienists	25				

Mechanical Engineering Technicians	18	Prepress Technicians and Workers	22	Stock Clerks and Order Fillers	35
Mechanical Engineers	17	Preschool Teachers	28	Structural Iron and Steel Workers	18
Medical Appliance Technicians	21	Principals (Education Administrators, Elementary and Secondary schools)	25	Structural Metal Fabricators and Fitters	22
Medical Assistants	26	Printing Machine Operators	17	Supervisors/Managers of Food Preparation and Serving Workers	31
Medical and Clinical Laboratory Technicians	21	Private Detectives and Investigators	31	Supervisors/Managers of Housekeeping and Janitorial Workers	31
Medical and Clinical Laboratory Technologists	24	Probation Officers and Correctional Treatment Specialists	28	Supervisors/Managers of Mechanics, Installers, and Repairers	30
Medical and Health Services Managers	30	Producers and Directors	24	Supervisors/Managers of Office and Administrative Support Workers	30
Medical and Public Health Social Workers	26	Production, Planning, and Expediting Clerks	33	Supervisors/Managers of Production and Operating Workers	30
Medical Records and Health Information Technicians	35	Property and Real Estate Managers	32	Supervisors/Managers of Retail Sales Workers	30
Medical Secretaries	35	Psychiatric Technicians	28	Supervisors/Managers of Transportation/Material-Moving Machine/Vehicle Operators	30
Meeting and Convention Planners	32	Public Relations Specialists	31	Surgical Technologists	20
Mental Health and Substance Abuse Social Workers	26	Purchasing Agents, Except Wholesale, Retail, and Farm	30		
Middle School Teachers	26	Purchasing Managers	32		
Mobile Heavy Equipment Mechanics, Except Engines	19				
Models	25				
Multi-Media Artists and Animators	24				
Network and Computer Systems Administrators	23	Radiologic Technologists and Technicians	18		
Network Systems & Data Communications Analysts	23	Real Estate Appraisers	31	Teacher Assistants	28
New Accounts Clerks	36	Receptionists and Information Clerks	34	Team Assemblers	20
Nursing Aides, Orderlies, and Attendants	28	Recreation Workers	28	Telecommunications Equipment Installers and Repairers	19
		Registered Nurses	25	Telecommunications Line Installers and Repairers	17
Office Clerks, General	34	Reservation and Transportation Ticket Agents and Travel Clerks	33	Telemarketers	32
Operating Engineers and Other Construction Equipment Operators	17	Retail Salespersons	32	Tellers	35
Operations Research Analysts	24	Roofers	18	Title Examiners, Abstractors, and Searchers	27
Order Clerks	36	Roustabouts, Oil and Gas	22	Training and Development Specialists	32
				Transportation, Storage, and Distribution Managers	30
Packaging and Filling Machine Operators and Tenders	19	Sales Managers	30	Travel Agents	32
Packers and Packers, Hand	21	Sales Representatives, Except Technical and Scientific Products	30	Truck Drivers, Heavy and Tractor-Trailer	17
Painters, Construction and Maintenance	18	Sales Representatives, Technical and Scientific Products	30	Truck Drivers, Light or Delivery Services	20
Paralegals and Legal Assistants	30	Secondary School Teachers	30	Ushers, Lobby Attendants, and Ticket Takers	28
Parts Salespersons	31	Secretaries, Except Legal, Medical, and Executive	26	Veterinarians	24
Payroll and Timekeeping Clerks	33	Securities, Commodities, and Financial Services Sales Agent	35	Vocational Education Teachers, Postsecondary	25
Personal Financial Advisors	25	Security Guards	32	Vocational Education Teachers, Secondary School	28
Personal and Home Care Aides	28	Sewing Machine Operators	27	Waiters and Waitresses	28
Pharmacists	22	Sheet Metal Workers	17	Water and Liquid Waste Treatment Plant and System Operators	17
Pharmacy Technicians	34	Shipping, Receiving, and Traffic Clerks	35		
Photographers	24	Social and Human Service Assistants	27		
Physical Therapist Aides	26	Special Education Teachers, Preschool, Kindergarten, and Elementary School	27		
Physical Therapists	25	Special Education Teachers, Secondary School	27		
Plasterers and Stucco Masons	17	Speech-Language Pathologists	27		
Plumbers	17				
Police, Fire, and Ambulance Dispatchers	26				
Police and Sheriff's Patrol Officers	25				
Postal Service Mail Carriers	33				

*For more occupations, visit: jobs.utah.gov/jsp/wi/utalmis/occexpDefault.jsp

FINDING A JOB IS A JOB

by Connie Blaine

A successful job search requires time and effort. Most people work 40 hours a week. So if you're unemployed, you should plan on devoting that much time to a job search. But first, you need to get organized, and plan how to look for work strategically. Often the hardest thing is just getting started, but don't delay or let anything stop you from working your job search plan.

Certain things are essential for an effective job search. You've done an assessment of yourself. You know your personality type and values; your skills and interests. Before you actually apply for any jobs, begin your job search by gathering and organizing all the information you can to promote your qualifications and satisfy the needs of a prospective employer.

First, get organized.

If you've never been an organized person, now's the time to develop this skill. Establish measurable goals and schedule your days. Plan, then do job-search activities to meet those goals. For example, you could set Monday morning 8-noon for identifying your skills. Then the afternoon could be spent preparing a resume. Tuesday, you could spend two hours in a library or on the Internet (for instance, using a DWS Web tool, FirmFind) to look up 10 potential employers to contact. Then you might plan to spend the rest of the day and Wednesday actually making contacts. At the end of each day review how you did, and revise your plans as needed. But keep up the pace--challenge yourself.

Have clear occupational objectives.

No job seeker is really looking for "anything." Use what you learned from your self-assessment to define your employment goals.

Next, look at the list of your skills you've identified and narrow it down to those pertaining to the particular types of job(s) you are seeking.

Prepare a personal data sheet with all your employment-related information. This will make employment applications easier to complete.

Write one or more basic resumes that you can adapt and customize in order to advertise your skills to each potential employer.

The Hidden Job Market and Networking.

The vast majority (80 percent or more) of job openings are not advertised! Most employers do not need to advertise; they have enough applicants without it, through "word of mouth", or networking. Employers prefer to hire on a referral from someone they trust. This is what makes networking so important.

Direct Employer Contact is part of your campaign to sell your qualifications. Make a list of potential employers. As your job search progresses, you will continually change this list. One excellent resource is **FirmFind**, a searchable list of all the companies in Utah. (See On The Web, below) You can search it by area or occupation to find employers' names, addresses and phone numbers. Another way is using your local public library. You can use Chamber of Commerce listings, industry guides, newspapers and the phone book. Now, plan a strategy to approach each potential employer. Develop a short "sound bite" by describing aloud the job you seek, the skills you offer, and why you are the best candidate. When contacting an employer directly, talk to the person who would supervise you in your desired job, even if there are not jobs currently open.

Planning, Persistence and follow-up are the keys to a successful job search

On The Web

<http://jobs.utah.gov/firmfind/pgMain.asp>
<http://jobs.utah.gov/Regions/EC.asp>
<http://www.mnwfc.org/cjs/cjsbook/prep1.htm>
<http://jobs.utah.gov/jobseeker/guides/JSTools.asp>
<http://content.monster.com/>



You CAN Take It With You

by Lecia Langston

It's Not Just About Occupations— Get the Right Skills!

The U.S. Bureau of Labor Statistics tells us that most workers will change occupations several times during their work life. Yes, you will probably move on to bigger and better things.

You might decide you hate your current occupation and want to do something else. Or, you might lose a job through no fault of your own. Remember that saying “constant change is the only constant?” And labor market change is inevitable.

Take Them With You!

While you may change your occupation, you can keep something even more vital—your skills, abilities, and knowledge. Most of these factors are transferable between many occupations. So, while you are figuring out what to do with your life, don't forget to get the important knowledge and skills that employers will want now and in the future!

What Employers Want

What skills do we project will be most in demand in the future? Well, it's not reading, writing and arithmetic, but it is darned close. What's the number one skill for jobs of the future? Reading comprehension—in other words, you need to be able to read and understand what's being said in work-related documents. Next in demand is “active listening”—giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. (I'm sure you even have some friends that could use this skill.)

Other top skills are being able to speak and communicate verbally effectively, ability to write appropriately, critical thinking or using logic to solve problems, and active learning. These skills don't exactly fall in the “rocket science” category. However, employers say that many of today's workers lack these basic skills.

Knowledge is Power

If you want to be “in the know” you should also make sure you are adequately prepared with the knowledge that jobs in the future will require. What's by far the most important area of knowledge future occupations will need? The knowledge of customer and personal service.

Utah Top Ten Skills in Demand

Reading Comprehension
Active Listening
Speaking
Writing
Critical Thinking
Active Learning
Instructing
Coordination
Learning Strategies
Monitoring

Utah Top Ten Knowledge Areas in Demand

Customer and Personal Service
English Language
Clerical
Mathematics
Sales and Marketing
Education and Training
Administration and Management
Computers and Electronics
Mechanical
Psychology

Okay, just what does that mean? Basically, you need know how to determine a customer's needs, to meet quality standards for services, and evaluate customer satisfaction. Why is this area of knowledge so important? Most jobs will deal with customers. Your customer may be the little purple-haired older lady coming in for a style and set or the president of a multi-billion-dollar corporation that's interested in outsourcing its telephone call-in center to your company. If we're working for a living, we usually have customers.

Second on the list is knowledge of the English language. Don't think you have this knowledge just because English is your native tongue. You need to know correct grammar, punctuation, and how to spell (even without your spell-checker).

Next on the list is clerical knowledge. Don't think you are off the hook if you don't plan on having a “clerical” job. Most professional positions require that you can do your own word processing when

writing documents. And remember to study your math. Many jobs (particularly those with high pay) require a good knowledge of algebra, statistics, calculus and other types of mathematics.

And, the answer is...

When it comes to getting good, transferable skills, it really goes back to the basics. Get a good knowledge and skill base in reading, writing, math, customer service, etc. And you'll be able to get the job you want—now and in the future.

For more information about these job skills go to:

<http://online.onetcenter.org/find/>



Networking

By Kim Bartel

“It’s not what you know, it’s who you know.” This is, to some extent, true when it comes to finding a job. You may have heard about “networking” and the “hidden job market”. These jobs aren’t usually advertised but are filled by promotion or a referral. Simply put, a firm has a job opening and the recruiter asks if anyone knows someone who would be interested.

Why would firms recruit like this?

Don’t we all feel more comfortable and confident when we have a referral? Many firms like to hire people using this same strategy. A personal referral is perceived as a good way to hire good people. It saves time and money to hire based on a recommendation.

What does this mean?

It means that if you are looking for a job, let people know. Work to build relationships by asking advice, asking if they know of people you can contact, and asking if they have heard of any job opportunities.

Don’t be shy!

Good networking is mutually beneficial because you get a job and the employer gets an employee. Networking isn’t begging for a job, it is building relationships and seeking information.

Who?

Start with people you know. Ask if they know anyone you can contact. Contact these “referrals”. When you meet with referrals, ask them for referrals. Try “cold calling”. You can contact people you don’t know and ask for informational interviews.

Get going!

Make a list of contacts. When you contact a referral, introduce yourself, state your purpose and request a meeting. Prepare a list of questions for the meeting. Ask referrals if they know other people you can contact. Write thank you notes and keep a log of your contacts. It would be embarrassing to hear from someone and not be able to remember them.

On the Web

<http://dmoz.org/Society/People/Women/Career/>
<http://www.advancingwomen.com/Networks/index.html>
<http://www.bluesuitmom.com/career/changingjobs/advice/networkingqa.html>

INTERNET WORTH

NETTING A JOB ON THE NET

by Lecia Langston

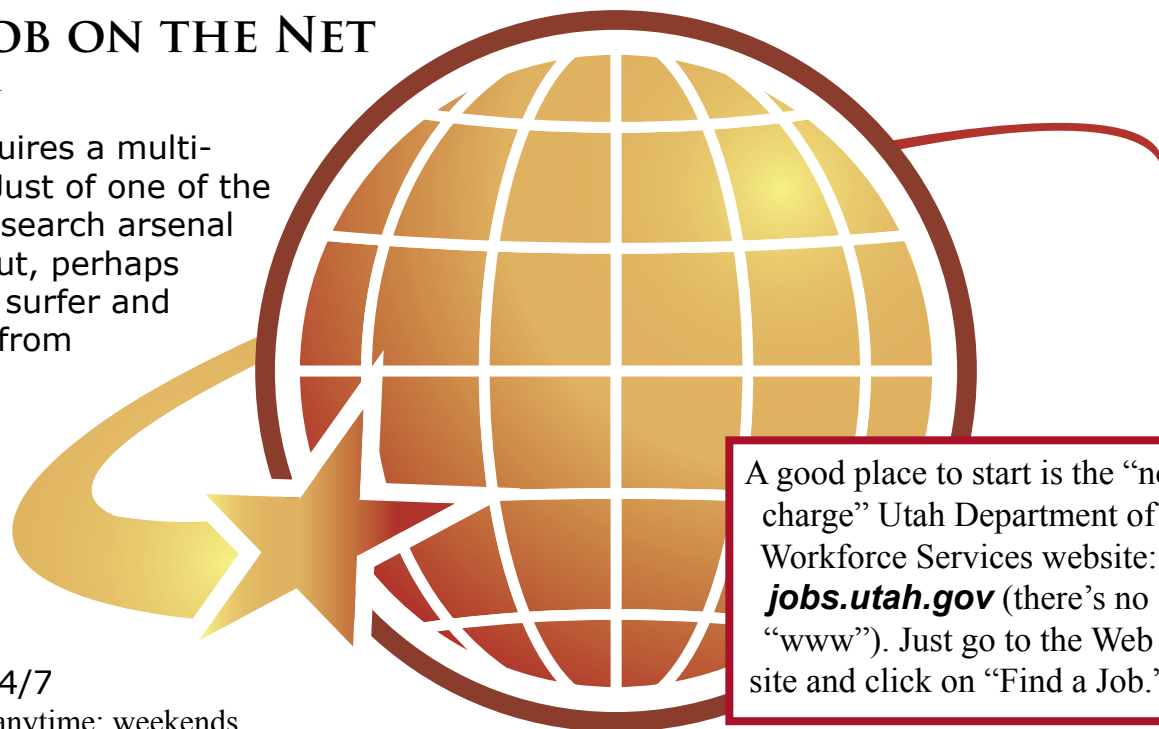
Finding a job requires a multi-pronged attack. Just of one of the tools in your job-search arsenal is the internet. But, perhaps you're not a web surfer and don't know "ftp" from "html."

Why even bother with the internet?

- **It's there 24/7**
It's available anytime: weekends, holidays, the dead of night (when the kids are finally in bed)—anytime.
- **No Limits**
You can search for jobs in your own hometown or in Cameroon.
- **Demonstrate Your Leading-Edge Skills**
Finding an opportunity on-line or researching on the internet before an interview demonstrates you have some technical skills.
- **Explore Alternatives You Haven't Considered**
Not quite sure what you really want to be "when you grow up?" Self-assessment tools, occupational exploration, training program information are all on-line.

Getting Started

The biggest problem with the internet is the vast quantity of information. It may seem like too much information. Keep in mind that the internet is a tool and, like all tools, it is only as good as the skill of the user.



A good place to start is the "no charge" Utah Department of Workforce Services website: **jobs.utah.gov** (there's no "www"). Just go to the Web site and click on "Find a Job."

Learning to use the internet productively (like most things) takes time and effort. Don't be overwhelmed! Ask a friend or librarian (or your kid) for help, if you need it. You can also receive help from workers in the job search area at Workforce Services.

Ask Questions

Before you start your internet job search, you might want to ask yourself a few questions. They will help you narrow your employment search.

- **What kind of work do you want to do?**
Come up with general occupations that you are interested—not specific job titles.
- **Who do you want to work for?**
Are you interested only in certain industries?
Do you want to work for a large employer?
Do you have a specific employer in mind?
- **Where do you want to work?**
Will you move anywhere for the right job or do you want to work in Enterprise, Utah?

Finding the Right Sites

The right site for you will depend on how you answered the questions listed above. For example, large international sites are probably not your choice if you're looking for a job in rural Utah. Here are some other things to consider:

- Is it easy to use?
- Do they keep your identity confidential?
- Can you search with precision?
- Are the job listings dated so you know when they were added?
- How often is it updated?
- Who runs the service?
- Do you know someone who uses this service?
- If they charge a fee, is it worth it?

ON THE WEB

America's Job Bank	http://www.ajb.org/
Federal Government Jobs	http://jobs.utah.gov/jobseeker/fedjobs.asp
State Government Jobs	http://www.dhrm.state.ut.us/
Job Central	http://www.directemployers.com/
Employment Guide	http://www.employmentguide.com/
Care Givers Job Clearing House	http://www.carecareers.net/
Get a Job	http://www.getajob.com/
Career Builder	http://www.careerbuilder.com/
Hot Jobs (Yahoo)	http://hotjobs.yahoo.com/
Monster	http://www.monster.com/
Job Hunt	http://www.job-hunt.org/
Salt Lake City Help Wanted	http://www.saltlakecityhelpwanted.com/home/89.htm
Southern Utah Help Wanted	http://southernutahhelpwanted.com/home/15.htm
Vault	http://www.vault.com/

UTAH NEWSPAPER CLASSIFIED ADS

Box Elder News (Brigham City)	http://benewsjournal.com/classifieds.html
Daily Herald (Provo)	http://www.harktheherald.com/classifieds.php
Emery County Progress	http://www.ecprogress.com/index.php?id=1&go=classads#113
Salt Lake Tribune/Deseret News	http://www.slc-classifieds.com/employment/index.asp
Sun Advocate (Price)	http://www.sunad.com/index.php?id=1&go=classads#113
The Daily Utah Chronicle (UofU)	http://www.dailyutahchronicle.com/main.cfm?include=classifieds
The Daily Universe (BYU)	http://newsnet.byu.edu/classified/300.html
The Herald Journal (Logan)	http://www.thejobnetwork.com
The Park Record (Park City)	http://park.abracat.com/c2/jobs/hub/index.xml
The Sign Post (Weber State Univ)	http://www.wsusignpost.com/vnews/display.v/SEC/Classifieds
The Spectrum (St. George)	http://www.thespectrum.com/classifieds/index.html
The Standard Examiner (Ogden)	http://www.zwire.com/site/employment.cfm?brd=2555
The Times News (Nephi)	http://www.nephitimesnews.com/0704/070704/classifiedads.htm
Tooele Transcript Bulletin	http://www.transcriptbulletin.com/050.html
Uintah Basin Standard (Roosevelt)	http://www.ubstandard.com/
The Vernal Express	http://www.vernal.com/cmsimple2_3new/?August_10%2C_2005:Classified_Ads



Changing Careers

Connie Blaine

In the last 20 years, job insecurity and job jumping have become the norm. What's more, research shows that people who stay with an employer year after year get smaller pay increases over time than people who change jobs strategically.

Here's how to make the strategy work for you :

1 Forget about playing it safe, and get comfortable with change and risk. Consider changing jobs—or even careers—every so often to be part of your overall career strategy.

2 Always be on the lookout for your next job. Keep your eyes and ears open, and do your research on wages, growth occupations and industries, and economic trends. A good place to begin that research is on the DWS Economic Information Web site: <http://jobs.utah.gov/wi/> .

3 Create your own plan. Clearly define your objective. Keep a running list of projects you've worked on and find the common threads running through the list. This will help you identify the skills and knowledge you can offer a new employer. If you're serious, be willing to relocate.

4 Keep your skills and training up-to-date, especially in technology. Take classes, volunteer, or work part-time where you can learn new software or skills to stay current.

5 Network like crazy. This is still the best way to learn about new opportunities.

6 Leave your current job when things are good. Otherwise, you'll be sabotaging yourself. Be a model employee up to the minute you leave your job, and stay until you're hired for the new one.

7 Think of yourself as a product, and market yourself. Put yourself in the employer's shoes and tailor your efforts to that perspective. Go out and sell yourself—don't wait for the opportunities to come to you.

You can use the instability of the job market to your advantage and better yourself with each strategic job move.

On The Web

<http://www.careerknowhow.com/guidance/career-change.htm>

<http://www.massbg.com/modules.php?name=News&file=article&sid=123>

The 4-1-1

**You can file for
unemployment
insurance
either on-line
or by telephone**

Telephone Numbers

Salt Lake County and south Davis County
526-4400

Weber County and North Davis County
612-0877

Utah County
375-4067

Remainder of Utah and out-of-state
(888) 848-0688

Filing for Unemployment

By Brian Cowley

To apply on-line, go to www.jobs.utah.gov and, under Quick Links, click on "File Your Claim On Line". At this Web site you can file your initial claim, your weekly continued claims, and an appeal. The Internet allows you to file quickly each week and to check the status of your claim at any time. It also provides all necessary information you need to file your claim.

You can also file by calling the UI claims center for your area. The phone numbers are listed below.

In order to collect unemployment insurance, you are required to register with your local [DWS employment center](#) to look for work. You must be making a good-faith effort to find work each week. You are required to at least make contact with 2 new employers each week you are filing a claim. You also must file a continued claim every week in order to receive unemployment insurance for that week.

It is also recommended that you keep job search records, as you may be required to perform an eligibility review or audit anytime the Department requests them.

Unemployment insurance is a federal/state partnership established over 60 years ago to provide economic and financial stability to workers, families, and communities.

Unemployment insurance is not welfare, Social Security, disability income, or Workers Compensation. Employers contribute to the UI trust fund in order for these payments to be made—meaning, claimants do not pay anything into the UI system. Payments are based on past wages and not on individual or family economic situations.



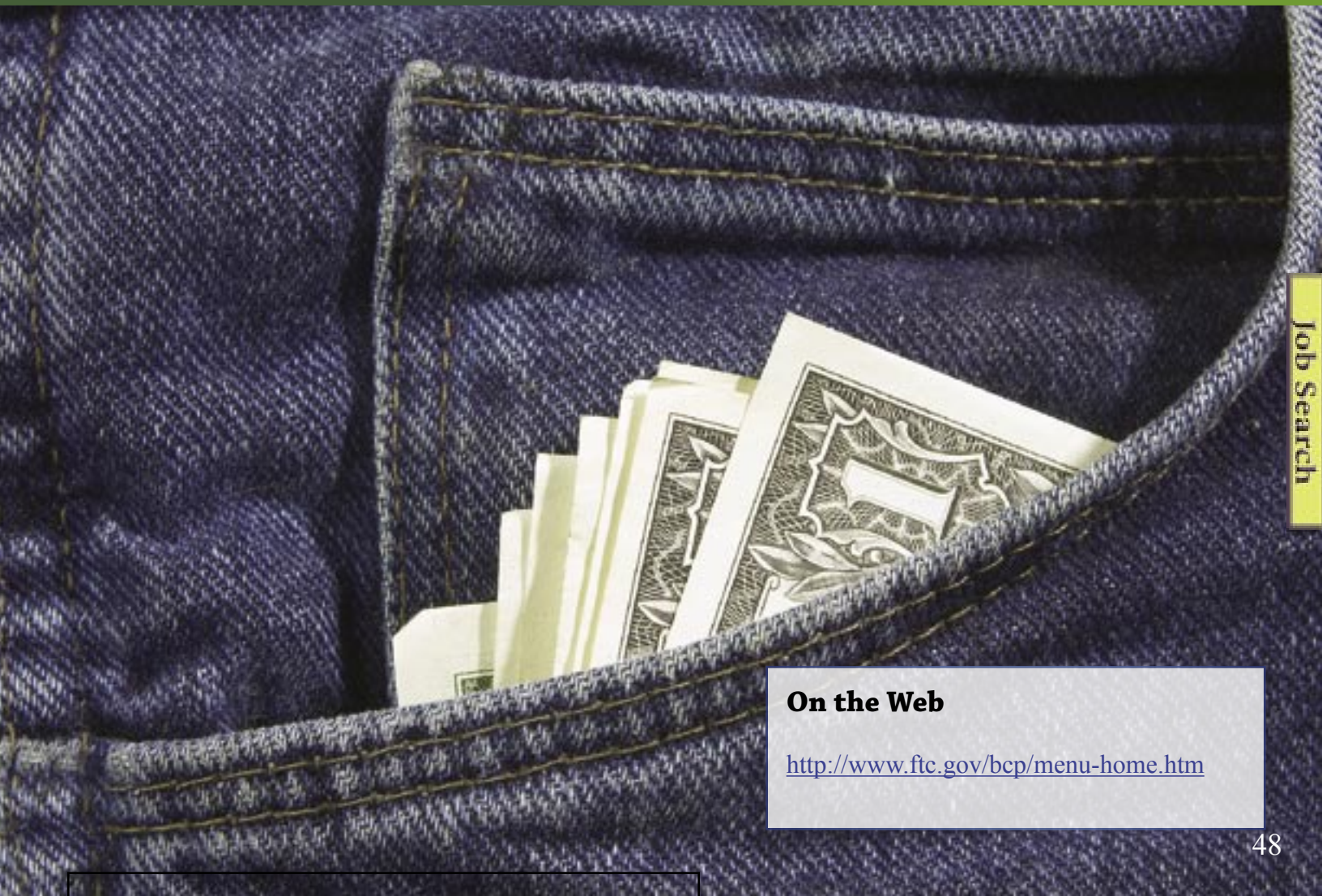
If you're looking for a job, or a better job, you're probably strapped for cash. Here are some tips for saving money.

Spend Less

- ✦ Eat out less, or not at all.
- ✦ Cook from scratch. Beans and brown rice are nutritious, cheap and can be fixed in lots of yummy ways.
- ✦ Cut entertainment. Do free fun stuff: play board games, hike, walk, bike, borrow library videos, tapes, books. Go to free events, parks.
- ✦ Get rid of pay TV (cable, satellite).
- ✦ Use coupons and buy necessities on sale.
- ✦ Make gifts instead of buying them.
- ✦ Conserve energy: Turn down your furnace and water heater; turn off the TV and lights when not in use; keep refrigerator door closed. Don't let your vehicle idle, turn it off.
- ✦ Drive less—consolidate trips, walk, bike, carpool. Keep tires properly inflated, engine tuned, air filter clean.
- ✦ Work with creditors to reduce your payments.
- ✦ Check your insurance. Don't have more than you need. Raise your deductible to lower your payments. Check with other companies for a better rate.
- ✦ Buy generic medications and store brands, not name brands.
- ✦ Shop at dollar stores and thrift stores.
- ✦ Buy less – know the difference between what you want and what you truly need.
- ✦ Grow a garden and can or freeze the surplus.
- ✦ Trade and barter for services (child care, mechanic or handyman work, rides).

Get More \$\$ Coming In

- ✦ Sell an extra car.
- ✦ Sell things you don't need, but are still usable, through on-line auctions and classifieds.
- ✦ Sell a collection, boat, snowmobile, jet ski, or other toys and non-essentials.
- ✦ Rent out an extra room.
- ✦ Sell your arts and crafts.
- ✦ Have a garage sale.
- ✦ Teach your skills at your community school, or tutor students.
- ✦ Work part-time, do odd jobs, be an independent contractor – yard work; shoveling snow.
- ✦ Start a day-care or other home business.
- ✦ Apply for food stamps and other assistance at DWS.
- ✦ Get a paper route or other "spare time" job.



On the Web

<http://www.ftc.gov/bcp/menu-home.htm>

How Employers Hire by Connie Blaine



“I’ve got this friend that would be perfect”

Hiring practices vary, but most employers use a few common methods. Hiring is usually a process that goes:

Recruitment · Screening · Selection.

Recruitment

Some of the most common ways employers recruit are:

- Referral—the method employers prefer. Having someone they know and trust vouch for an applicant strengthens the applicant's chances of being hired.
- Advertising—in newspapers, job hotlines, trade papers, the Internet or radio/tv.
- Job Fairs—DWS holds job fairs around the state and large companies hold their own job fairs too. Job fairs are used to recruit entry-level employees. But the employers at job fairs may not always have current openings.
- Internal recruitment—Most employers will offer jobs first to their current employees, then go external if a bigger pool of applicants is needed.
- Private and public placement agencies—some charge a fee, some don't.
- Temporary services—Temporary and contract employees are used more by companies now than in the past, and good temp workers often move into permanent jobs.
- The Internet—Used mostly for recruiting higher-level professionals, and for technical occupations.
- Other—School placement offices, union halls, etc.

Screening

Once a pool of applicants is in place, employers screen or select the few most-qualified for interviews. Usually this is done quickly by skimming resumes or applications and tossing those that have errors, are badly written, incomplete or do not show minimum qualifications the employer has set for the job. The employer

may use a scanner on resumes to select those with key words that match the skills they are looking for. When the best of the pool are screened from the rest, employers will look more closely at their qualifications. Education may be verified, and former employers contacted. The employer might call the applicant for an additional telephone screening.

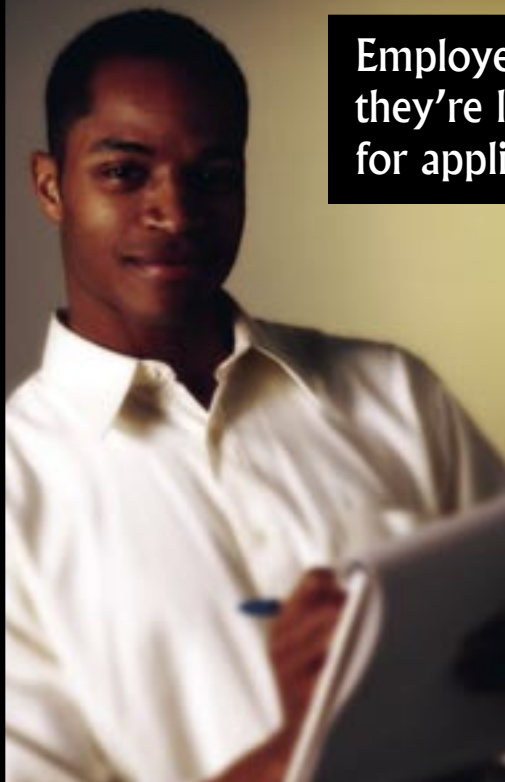
Selection

Most often, the interview is the tool used to make the final decision on who to hire. Generally, all the applicants who get an interview are qualified for the job. So the employer uses the interview to determine which one is the most qualified, as well as to assess personal qualities and how well the person will fit into the organization. References will be called at this stage. Final candidates may also need to pass a test, come back for a second—or even third—interview, or demonstrate their skills in a simulated job situation.

Prepare Yourself

One of the best ways to find out what employers are looking for is to read their Web sites and literature. Also read their vacancy notices, whether or not you want that particular job. This gives you a good feel for what they look for in potential employees. It is helpful to make personal contact with someone from the company. For instance, job shadowing within the organization, or an informational interview helps your chances. This gives you the opportunity to find out things they don't tell you in the brochure—the pace at which people work, the way people communicate within the organization and the overall workplace culture.

All recruiters have specific qualifications and a range of skills that they are looking for. The key is to be clear about their requirements before applying, so you can tailor your resume, respond well in an interview and hopefully get that job!



Employers say they're looking for applicants who:

- have the minimum qualifications, at least, for the job
- will show up for work on time every day and work hard
- are able to work cooperatively as a team member
- demonstrate an understanding of appropriate workplace appearance and hygiene
- can be trusted and demonstrate integrity and honesty
- are able to write effectively, using clear and concise language
- use appropriate language skills for the workplace and communicate well
- have good customer service skills and behavior when dealing with clients
- work well with a variety of people and embrace diversity
- listen well and respond appropriately to verbal and non-verbal messages

On The Web

<http://www.u.arizona.edu/~cats/qualities.html>
<http://www.shl.com/SHL/en-int/CandidateHelpline/>

Tools of the Trade

Job Search Tools and Resources

By Connie Blaine

Performance Evaluation

Most employers periodically do a formal, written review of your work. A positive performance evaluation from your current or previous job can increase your chances of getting a job. You can include it with an application or resume.

Letters of Recommendation

It's customary for an employee leaving a job on good terms to request a letter of recommendation from the employer or supervisor. However, employers are not required to provide these and may not because of liability or company policy. The letter should focus on your job performance and duties but may touch on personal qualities, such as being a team player or your dependability.

If you're a student ready to complete your training but you have little or no work experience, you can ask your teachers, academic advisor, or a mentor to write a letter of recommendation.

If you are new to the labor market and you have no paid work experience, ask someone you've completed a task or project with or someone who knows you well to write a letter of recommendation. This could be someone you've done volunteer work for/with, a church or community leader, a neighbor or landlord. The letter should say how long they've known you, address the quality of your task performance, dedication, skills and work habits.

In addition to a good resume, cover letter, interviewing skills and networking, these tools and resources can help you land a job.

Temporary Work, Internships, Volunteer

Temporary work, such as in a retail store during the holidays, or for a temp agency, is a way to get work experience and a letter of recommendation from an employer and may even lead to a permanent job. Volunteer work or an internship—paid or unpaid—can accomplish these things as well.

Work Samples

Figure out a way to show work you've done to a prospective employer—something you've written, before and after pictures of a project you've done, video, or objects you've created that relate to the job you're applying for. For example, a clerical worker may show pamphlets or brochures she's written or designed; a painter, carpenter, chef, or hairdresser could show pictures of their work; a trainer or speaker could show a video of the presentation. Even hobbies can demonstrate relevant skills.

DWS Veteran Services

Veteran Services can help veterans prepare for and find employment. For a complete list of services and more, see 'On the Web' below.

Vocational Rehabilitation

Eligible individuals with disabilities can receive assistance to prepare for and obtain employment from their local Utah State Office of Rehabilitation. Services include vocational evaluation, assisted technology, supported employment and other employment assistance. Log onto <http://www.usor.utah.gov/>, or find them in the State Government blue phone book pages.

On the Web

<http://jobs.utah.gov/jobseeker/veterans/>
<http://www.usor.utah.gov/>



Applications

By Tara Connolly

An application is a tool an employer uses to determine your qualifications for a job. Since employers most likely will not know you, all they will have to determine your ability as a prospective employee is the application. There are several things to keep in mind when filling out applications.

The application should be neat and professional. No errors in spelling or grammar, and do not fold or wrinkle the application.

Print in black ink.

Include complete information. If something doesn't apply to you use N/A (not applicable). Do not leave blanks. Never write, "See resume". Fill out the application completely.

List the position desired. Be specific as possible. Never reply "any" or "open".

Be positive. Emphasize your positive traits. When asked for the reason you left your previous job, avoid terms like, "fired, quit, illness or personal reasons". Use more positive statements like, "looking for more responsibility".

Use "open" or "negotiable" for salary requirements. Never put a specific wage.

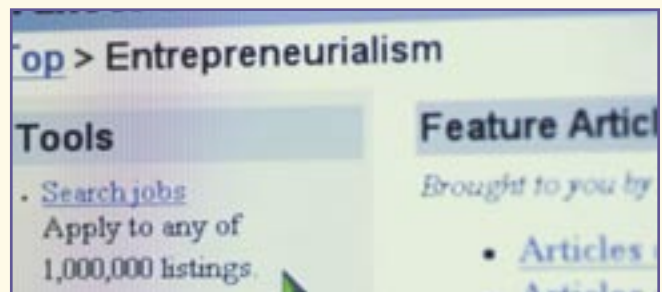
Online applications are becoming more and more common. Don't be intimidated by the electronic version. It is almost identical to filling it out by hand (except you won't have to worry about how nice your handwriting is). Keep these things in mind:

Copy and paste the application questions into a word processing document. Fill out the application in that format. Then transfer your information back into the online application. This allows you to use functions like word count and spellcheck.

Check to see that you will be able to save your work-in-progress and return to it later. If not, make sure that you have plenty of time to complete it.

Don't wait until the closing date to fill out your application. There will most likely be a high volume of users on the system and it may be slow going.

Remember that even though an application is online, it still requires the same level of attention to detail. Jargon you would use with friends in text messaging, such as using the initials "U R" instead of typing out the words "you are", is not appropriate.



On the Web

http://jobs.utah.gov/jobseeker/guides/07_31.pdf

Resumes

by Tara Connolly

Whether you're a high-level professional, a student looking for a part-time job, or a homemaker returning to the job market, you need a resume. A resume is an advertisement of you. It is your primary sales tool to market yourself to an employer. Every job seeker in today's tight job market needs a resume.

Your first step is to list and organize your information: your education, employment history, skills, etc. Make sure the information is complete.

Next, do some research on resumes. Look at examples of resumes given on web sites and in resume books. Some resources to help you are listed at the end of this article.

Now decide on what format you will use for your resume. No matter what format you decide to use, remember the best resume is one that is targeted to the job you are seeking. This requires that you update your resume for every job you apply for. Targeting your resume is a very powerful method to set yourself apart from the competition and capture the employer's interest.

There are three main formats for resumes, **Chronological, Functional and Combination.**

The Chronological format's emphasis is placed on a chronological listing of employment and employment-related experience. This is a good format for those with a consistent employment history, with no gaps and whose past employment experiences are related to their current employment goals.

The Functional format highlights skills, experience and accomplishments without identifying specific dates, names and places.

Employment history is de-emphasized by placing it near the bottom of the resume. This format works well for those changing careers or those who are new graduates.

However, many hiring authorities do not like this format, as it is generally believed it is used to hide something.

The Combination format brings together both the Chronological and the Functional resumes. This format begins with a summary of your most impressive qualifications, skills, abilities and accomplishments. It is followed by an employment history and education section that supports the statements made in the top portion.

Remember whatever format you choose, an employer will only spend 10-15 seconds reviewing your resume to determine whether or not to call you in for an interview. Because so little time is spent on the initial review of your resume, you will need to focus on making your resume reader-friendly, easily scanned by the human eye and highlight the most important information first.



Resume Layout

It is important to make your resume unique. No one layout fits everyone. Depending on the employer or the job, different things may be expected. Do your research so that you will be comfortable with your resume.

Most resumes have these standard parts:

Personal Data —

Your name, complete mailing address, telephone number (and/or cell phone number if you have one) with area code (make sure your answering machine message is professional), and email address. Your email address must also be professional. If you do not have an email address, get one. In today's technology-savvy world, you will look behind-the-times if you do not have one. Put all of this information in block format (versus all on one line) at the top of your resume.

Employment or Career Objective —

This is known by many different names and it is not always used or mandatory. If you choose to omit it, you can include it in the cover letter. The best objective statement does not list what you want from the employer. Instead, it lists what you will bring to the company. It is a brief statement summarizing your best accomplishments, skills, education etc.

Summary or Highlights of Qualifications/Skills —

When listing skills, focus on those needed for the job you want, not what you have done in the past. Because resumes are skimmed, rather than read, highlighting these skills early in the resume is an effective way to increase your chances of getting an interview.

Work Experience —

List the job title, employer name and location, along with dates of employment. Underneath each job, briefly describe skills acquired. This can be done by bullet pointing each individual skill or job duty.

Education —

Education and Work Experience can be flip-flopped, depending on what you think your best selling point is. If you are a recent graduate, your education should go before your work experience. But if the employer is requiring experience and no education level, then work experience comes first. List only education that is significant to your job search. There is no need to list a high school diploma if you have a college degree. If you have a GED, list yourself as a high school graduate.

Other Activities —

List only those activities that relate to your occupational goal and show skill or experience. It is best not to list political or religious affiliations. Military experience can be listed as a separate section or as part of the work history. Ideas of things to list are volunteer experience, other languages spoken, honors and awards etc.



Resume Writing Tips

- Use only 8 ½" by 11" white or off-white quality paper
- Use standard 1" margins
- Keep all section titles pulled to the left side of the paper
- Do not use abbreviations
- Avoid unusual or exotic fonts
- Use font changes, underlining, *italics*, CAPS and **bold** options sparingly
- Do not right justify
- Do not include photographs or graphics
- Keep the resume 1 to 2 pages
- Check for proper grammar and correct spelling

oops!

Common Resume Blunders

- Using pronouns like "I" and "me" and too many articles like "a" or "the"
- Adding a "Hobbies" section unless it is directly related to the job you are seeking
- Listing age, gender, race, ethnicity or religion
- General Objective Statement
- Typos

Scannable Resumes

Some companies use an electronic scanner to filter through the resumes received for each position. The computer scans your resume looking for keywords (such as degree held or software familiar with), as well as the requirements from the job listing. Your resume is easiest read by a computer if it is in 12-point size font and in Times New Roman or Arial. Using graphics, borders or other fonts and sizes will blur the letters together, causing computer chaos. Remember that length is irrelevant to a computer. So add in everything you think may help get your resume pulled. To make your resume easier to scan for a computer, there are some changes you can make.

Tips for Scannable Resumes

- Use keywords and short phrases, including industry-specific terms.
- Begin every line on the left margin. Do not right justify.
- Include a "Keyword Section" and list any and all skills, experience etc. that apply to the job.
- Remove bullets, italics, underlines etc. You can use an asterick * to bullet.
- Insert hard returns at the end of each line. Lines must not be more than 66 characters.
- Print using a laser printer. Do not use a dot matrix printer or photocopy your resume, which will be too poor of a quality for a computer to scan.

Tips for Emailing Resumes

Some employers may ask you to email your resume. There are few tips to keep in mind when emailing:

- Use the job title and/or job code in the “Subject” line of your email.
- Send your resume as an attachment.
- Save your resume with your name as the filename, i.e. “johndoeresume.doc”, rather than “resume.doc”. This will help to distinguish your resume from others.
- In the body of the email provide an alternate contact method, just in case they are unable to open your attachment.
- Email a friend a copy of your resume to see how it looks over another computer.
- Run a virus check over your document prior to sending. Nothing will hurt your chances more than infecting the potential employer’s computer with a virus.

On the Web

<http://jobs.utah.gov/jobseeker/guides/resume.asp>

<http://www.rileyguide.com/letters.html>

<http://resume.monster.com/archives/dosanddents/>

<http://www.mnwfc.org/cjs/cjsbook/resume.htm>



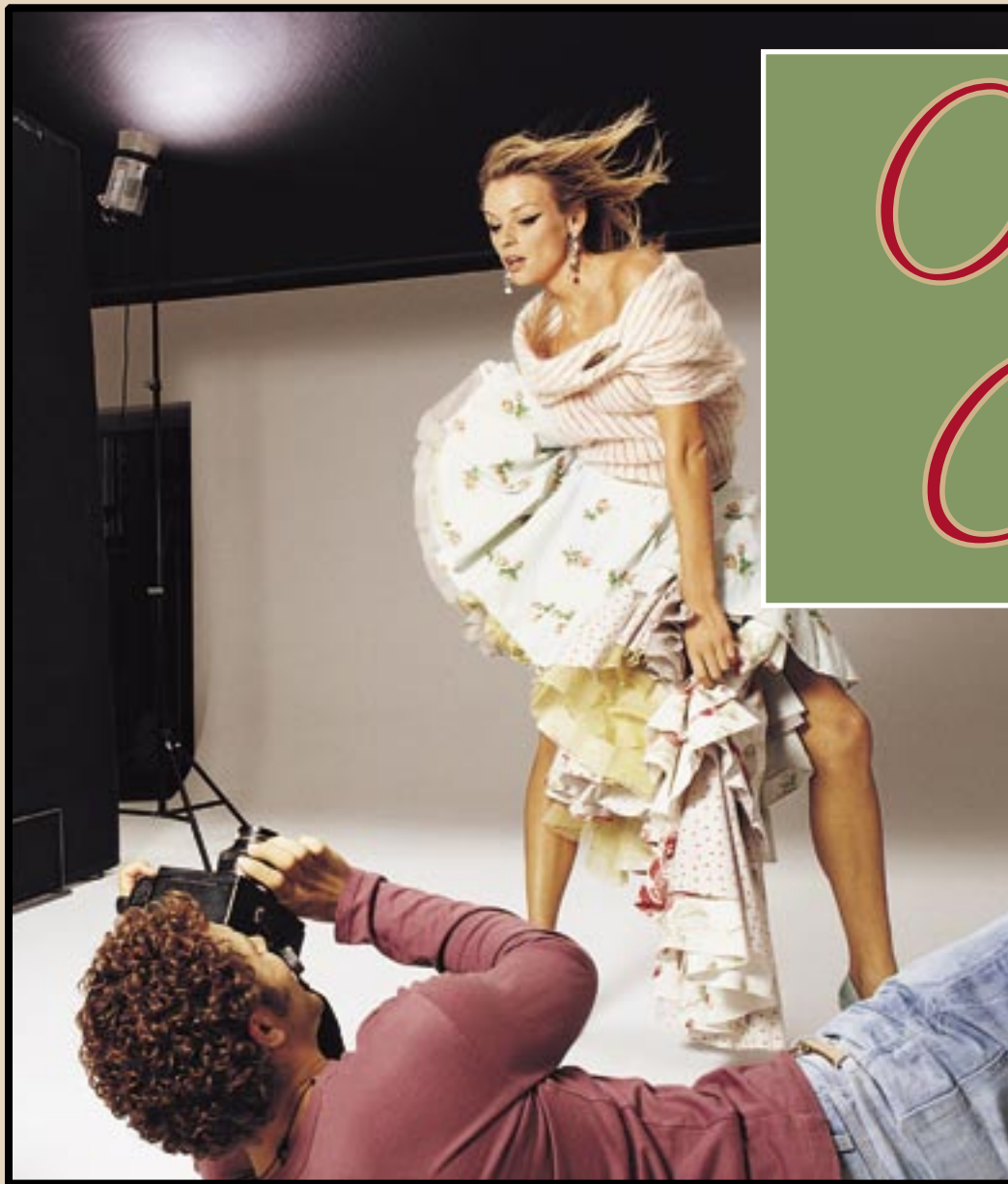
References

by Tara Connolly

References are a tool an employer uses to find out, from those who know you personally, what type of an employee you will be. References are used in several ways: to verify your work history, find out about your skills, communication abilities and work habits.

Tips

- Contact your references in advance and ask them if they would be willing to be a reference. Only use them if they sound very willing to do it.
- Contact only those people who will say good things about you and are familiar with your character, work habits and are themselves good employees (or employers).
- Refresh their memories regarding the position you held or the activity you were involved in. It is also a good idea to give them a copy of your resume, so they can see what you are telling the employer.
- The phrase, “References available upon request” is not necessary to put on your resume.
- Do not provide references until asked. And keep them separate from your resume.



On the Cover

1st Paragraph: State the reason you are writing and how you found out about the job. Be sure to include the job title or job code in this paragraph.

2nd Paragraph: Describe your strongest qualifications. It is best if the qualifications you are describing are the ones that are asked for as job requirements. If you did

not put the objective statement in your resume, you can use it here. Be sure to focus on what you can do for the company, not what they can do for you.

3rd Paragraph: Close with the next step you will take. Will you call them? Follow up by email? Then thank the person reviewing your letter for their time and consideration.

Cover Letters

by Tara Connolly

Any time a resume is sent, it should be accompanied by a cover letter. Just like resumes, cover letters need to be tailored for each specific situation. Write a different letter for each job you apply for.

A cover letter is a one-page, 3-paragraph letter introducing yourself to the employer. Use the same font size and paper that you used on your resume. Be sure to type your signature and then sign in blue or black ink at the bottom of the letter. A guide to writing each paragraph is as follows:

On the Web

<http://resume.monster.com/archives/coverletter/>

<http://www.careerlab.com/letters/intro14.htm>

Interviews

So, you have turned in your resume or application and received a call for an interview. Don't panic. An employment interview is simply a meeting between you and a potential employer to discuss your qualifications and see if there is a "fit". It is your responsibility to convince the employer that you are the one for the job.

Preparation is the key to your interview success. **Before the interview:**

- ☆ **Research the company.** Look at their Web site, if they have one. Doing your homework shows your interest and can impress the interviewer. One easy place to find a list of virtually every employer in the state of Utah is FirmFind:
<http://jobs.utah.gov/firmfind>
- ☆ **Gather any documents you might need.** These could include copies of your resume, driver's license, school transcripts, certificates etc. Be sure to bring a pen and paper, in case you need to write anything down.
- ☆ **Plan your answers to commonly-asked questions.** Think about your skills and the job's requirements, and know how they match up.
- ☆ **Dress a step above what you would be wearing on the job.** It may sound old-fashioned, but a neat, professional, polished appearance is always best for a job interview.
- ☆ **Arrive a few minutes early.**
- ☆ **Turn off your cell phone or pager.**

The Interview

- ☆ Shake hands with the interviewer. A firm (not bone-crushing) handshake will do.
- ☆ Look the interviewer in the eye and smile. Show you are confident and excited to be there.
- ☆ Sit up straight and keep your hands still. Be aware of your nonverbal body language; don't put your hands in your pockets, crack your knuckles, tap a pen or pencil, jingle keys or play with your hair.

Questions to Expect During an Interview

- What is it about this job that appeals to you?
- Why did you leave your last job?
- What are your greatest strengths?
- What are your biggest weaknesses?
- Why should we hire you?

- ☆ Listen carefully and respond positively and honestly. Focus on your qualifications and what you can bring to the job.
- ☆ Always answer the question that is asked. Don't ramble or go off on a tangent.

Behavioral Interviews

Have you ever gotten the interview question, "Give me an example of a time when..." This is a behavioral interview question. These questions are based on the premise that the best way to predict future behavior is to determine how you acted in the past. Examples of these types of questions are:

"Give me an example of time when you dealt with an upset customer and how you resolved the situation."

"Describe a major problem you have faced and how you dealt with it."

The initial question may be followed up with:

"What did you do?"

"What did you say?"

"What was the result?"

The key to answering behavioral questions is to give specific examples of things that really happened. Not just, "Well if that happened, I would do this..." It needs to be, "In the past I have done this..." Recall situations that show favorable actions or behaviors and show you in a positive light. Focus on situations that show your work ethic, customer service or teamwork skills, ability to solve problems and leadership abilities. Be sure your story has a beginning, middle and end. Be specific.



Questions to Ask



At the end of the interview, the employer may ask you, "Do you have any questions for me?" Many job seekers make the mistake of asking questions that focus on their needs and wants. Your questions should be work-focused, task-focused or function-focused. Here are some examples:

Good Questions

What would my primary responsibilities be?

Who would I be reporting to?

What type of training would I receive?

What are the advancement opportunities?

Bad Questions

How much am I going to get paid?

How soon could I take a day off?

Are you going to check my references?

Do I have to pass a drug test?

Save questions about what you'll get until after you've received a firm job offer.

On the Web

http://jobs.utah.gov/jobseeker/guides/07_34.pdf

www.bls.gov/oco/oco20045.htm

www.job-interview.net

www.collegegrad.com/intv/

<http://content.monster.com/jobinfo/interview>

www.collegerecruiter.com/pages/articles/article35.htm

CHOOSING a POSTSECONDARY SCHOOL

Adapted from *Preparing Your Child For College*, a publication of the US Department of Education



Postsecondary schools are located in large cities, in suburbs, and in small towns throughout the country. Some are public institutions and some are private. Some enroll thousands of students, others have just a few hundred. Some have diverse student populations, and some focus attention on specific types of students. The type of institution best suited to you will depend on your needs and preferences. You can start your investigation by considering these basic questions:

- Why do I want to attend a postsecondary school?
- What do I hope to achieve?
- Do I have a specific major in mind?
- Do I prefer a small or a very large school?

Once you have an idea of your needs and preferences, continue your information gathering. Many of the following questions can be answered by accessing the school's Web page.

What kinds of educational programs are offered?

Ask about their best-known or "specialty" programs, types of certifications or degrees available.

How long does it take to earn a certificate or degree? Find this out before enrolling in any program. Make sure you know if the timeframe means full-time or part-time attendance.

What graduate follow-up information is available?

- Get job placement rates for graduates by program. If lots of graduates are working in an area unrelated to their major, that's a problem.
- Are career and placement services available to students?
- If you're looking to transfer from a 2-year college to a 4-year school, ask how this can be accomplished. Ask how many graduates transfer each year.

What is the dropout rate at the school?

A high dropout rate may indicate student dissatisfaction. Ask about refund policies if you drop out or drop a class.

What are the admissions requirements?

Make sure you have completed any high school prerequisites and admissions tests.

What is the loan default rate?

A high default rate suggests that either students are not completing their training, or are unable to find jobs when they graduate.

What do recent graduates have to say about their experience at the school? Schools should give you the opportunity to talk to recent graduates – or perhaps current students – who can share their opinions about classes, teachers, facilities, and about the skills they have acquired.

What facilities are available at the school?

Consider the quality of the classrooms, libraries, and computer centers. If you plan to live on campus, visit the dorms to see living conditions and meal arrangements.

How is the school accredited?

Federal financial aid will only be available to students attending schools that are recognized by the Secretary of Education. To check the status of a potential school, you can call the Student Financial Aid Information Center at 1-800-4FED-AID.

Many of these questions can be answered by accessing the LEARN section of the Choices Planner. You can pick up admissions information, find out what programs are offered, link directly to schools' websites and more. Visit - www.careers.utah.gov

UTAH PUBLIC UNIVERSITIES

Universities offer a wide variety of coursework and degree programs, including some at the graduate level. Extracurricular activities serve a multitude of student interests. Academic facilities such as libraries, laboratories, computer labs, etc., are numerous and well-equipped.



University of Utah <http://www.utah.edu/> The U of U is a major urban state university with significant programs of sponsored research and of graduate, professional, and undergraduate education in 15 colleges and professional schools and their authorized degree programs, including law and medical schools. Apply for admission and/or for scholarships on line; see detailed information about colleges, activities, financial aid and much more.

Utah State University <http://www.usu.edu/> USU serves as the state's land-grant institution under state and federal legislation and is a primary center of university research and of graduate, professional, and undergraduate education in numerous authorized fields of study. Apply for admission on line and find much more detailed information.

Weber State University <http://www.weber.edu/> WSU is a student-centered institution focused on two- and four-year programs with a strong commitment to applied learning in technical, professional and liberal education. Selected masters programs are also available.

Southern Utah University <http://www.suu.edu/> SUU has the mission of a regional, comprehensive, undergraduate institution with a broad program of liberal and professional education, and is a primary center for service and cultural programs designed to advance the southern Utah area. Selected masters programs are also available. Admission forms available on line.

Snow College <http://www.snow.edu/> Snow College is an open access comprehensive community college that offers a broad range of general/liberal education and vocational/technical programs leading to Associate of Arts, Science, or Applied Science Degrees. Numerous specialized short-term vocational training certificates and diplomas are also offered. Admission forms available on line.

Dixie State College <http://www.dixie.edu/> Dixie State College is an open access, comprehensive community college with a mission of providing general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. The upper division consists of selected Baccalaureate degree offerings. Admission forms available on line.

College of Eastern Utah <http://www.ceu.edu/> CEU is an open access, comprehensive community college with a mission of providing general and liberal education as well as applied technology programs leading of Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. Admission forms available on line.

Utah Valley State College <http://www.uvsc.edu/> UVSC consists of two interdependent divisions. The lower division embraces the mission of an open access comprehensive community college which provides general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. The upper division consists of selected Baccalaureate degree offerings. On-line application for admission available.

Salt Lake Community College <http://www.slcc.edu/> SLCC is an urban, multi-campus, open access, comprehensive community college with a mission of providing applied technology education as well as general and liberal education leading Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. Admission forms available on line.

applied technology

The Utah college of applied technology (UCAT) consists of nine applied technology college campuses, providing opportunities for statewide open-entry, open-exit, competency-based education for high school and adult students. For more information, visit www.ucats.org or one of the below links to see a particular UCAT campus.

Bridgerland ATC

1301 North 600 West
Logan UT 84321
(435) 753-6780
<http://www.batc.tec.ut.us/>

Central ATC

200 S 800 West
Richfield, UT 84701
(435) 896-8202
<http://www.svatc.tec.ut.us/>

Davis ATC

550 E 300 South
Kaysville UT 84037
(801) 593-2500
<http://www.datc.tec.ut.us/>

Dixie ATC

55 S 900 East
St. George, UT 84770
(435) 652-7731
<http://www.dixieatc.org/>

Ogden-Weber ATC

200 N Washington Blvd.
Ogden UT 84404
(801) 627-8300
<http://www.owatc.tec.ut.us/>

Salt Lake - Tooele ATC

Main Campus & Administrative Offices
1655 East 3300 South
Salt Lake City, UT 84106
(801) 493-8700 Telephone
(801) 493-8750 Fax
<http://www.slratc.org/>

Southeast ATC

375 S Carbon Ave. A-3
Price, UT 84501
(435) 613-1438
<http://seatc.org/>

Southwest ATC

510 West 800 South
Cedar City, UT 84720
(435) 586-2899

Mountainland ATC

987 S Geneve Road
Orem, UT 84058
(801) 863-4636

59 E Pacific Drive
American Fork, UT 84003
(801) 756-5317
<http://www.mountainlandatc.org>

Uintah Basin ATC

1100 E Lagoon Street (124-5)
Roosevelt UT 84066
(435) 722-4523

1800 W 500 N
Vernal, UT 84078
(435) 789-4866
<http://www.ubatc.tec.ut.us>



FINANCIAL AID BY BRIAN MCGILL

It is never too early to start looking for financial aid information. Apply for any and all grants/scholarships for which you may be eligible. Talk to the financial aid office at colleges you are interested in attending.

Applying for financial aid means that, as soon as possible, you need to create a budget, prepare copies of your income taxes, fill out and submit the Free Application for Federal Student Aid (FAFSA), and get an electronic pin number from the federal Department of Education. You can use this number to "sign" your application when you apply online at www.fafsa.ed.gov. The PIN may also be used as an electronic signature for student loans. Log in to: <http://www.pin.ed.gov>.

Financial aid is money you receive from a variety of sources to help pay the cost of education. These include scholarships, grants, work-study, and loans. The good news is that, regardless of income, most people are eligible for some form of financial aid.

Remote Learning

by Cornel Garfman

A slew of online programs have cropped up for students who are too busy to attend a brick-and-mortar university. How can you tell the reputable institutions from the diploma mills?

- Find out if your chosen school is accredited by an agency recognized by the Council for Higher Education Accreditation (chea.org).
- Visit the Better Business Bureau's bbb.org to see if the institution has a record of complaints.
- Don't judge a school by its Web site—anyone can look official. Instead, complete the checklist at Geteducated.com, a great resource for weeding out phonies.
- Carefully review the school's admissions policy, and avoid any "university" that fails to consider your academic record, GPA and test scores. Easy A's are tempting, but they (probably) won't get you into Harvard.

Grants –

Need-based aid that does not have to be repaid. Federally-funded grants: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG). State grants: Utah Centennial Opportunity Program for Education (UCOPE) and Leveraging Educational Assistance Partnership (LEAP).

Scholarships –

Like grants, scholarships do not have to be repaid. Generally scholarships are reserved for students with special qualifications, such as financial need and /or academic, athletic or artistic talent. Institutional scholarships can be based on financial need, academic ability or outstanding talent. Many are offered by both public and private colleges, though thousands of private scholarships are also available from other sources, such as UtahMentor.

The state of Utah also funds scholarships. The New Century Scholarship provides opportunities to Utah students who complete the requirements of an Associate Degree or its equivalent at a state college by September 1 of the year they graduate from a Utah high school. The Centennial Scholarship is a full or partial tuition scholarship that can be used at any postsecondary institution in Utah that is accredited by the Northwest Association of Schools and Colleges. Students are eligible for \$250 for every quarter that they graduate early from high school. Students must enroll in an approved college within one year of their high school graduation. Approved colleges are listed on the scholarship certificate.

Loans –

Must be repaid with interest. The main loan options are student loans, parent loans and private loans. Federal loans include: Federal Perkins Loans, Federal Stafford (Subsidized and Unsubsidized) Loans, and Federal Parent Loans for Undergraduate Students (PLUS). The Terrel H. Bell Teaching Incentive Loan Program (TIL) is a state loan program that has a non-repayment feature for recipients who teach in a Utah public or private K-12 school.

Work-Study –

Provides students with employment opportunities both on and off campus. The program is normally based on a student's financial need. Generally there are two forms of work study programs at the federal and state level. Federal Work Study allows students to work on or off-campus and is based on financial need. The Utah Centennial Opportunity Program for

Education (UCOPE) work study program is funded by the state for Utah residents. Financial need is also a requirement.

Benefits for Special Groups –

Several financial assistance programs depending on a person's ability or disability, community/military service, etc. High school and colleges counselors are aware of most programs.

On the Web

<http://www.utahmentor.org>

www.uheaa.org

www.fafsa.ed.gov

http://www.utahsbr.edu/html/financial_aid.html



Finding Quality Child Care

by Connie Blaine



Quality child care can be affordable if you research all your options. Money is available from the Department of Workforce Services for qualified working parents:

http://jobs.utah.gov/occ/slideshow/CCSlideShow_files/frame.htm

To find out more, contact the office of Child Care at 801 526-4340, or toll-free at 1-800-662-7390. Or to apply for child care assistance, please visit your local Department of Workforce Services employment center.

For help finding quality child care, contact your local **Child Care Resource and Referral Office:**

Bridgerland

Serving Box Elder, Cache, and Rich Counties
(435) 797-1552 or 1-800-670-1552

Northern Utah

Serving Davis, Morgan and Weber Counties
(801) 626-7837 or 1-888-970-0101

Metro

Serving Salt Lake and Tooele Counties
(801) 355-7444 or 1-800-839-7444

Mountainland

Serving Summit, Utah, and Wasatch Counties
(801) 222-8220 or 1-800-952-8220

Eastern Utah

Serving Carbon, Daggett, Duchesne, Emery, Grand, San Juan and Uintah Counties
(435) 613-5619 or 1-888-637-4786

Western Utah

Serving Beaver, Garfield, Iron, Juab, Kane, Millard, Piute, Sanpete, Sevier, Washington, and Wayne Counties
Training Information: 1-800-543-7527
Technical Assistance: 1-888-344-4538
Child Care Referrals: 1-888-344-4896

Quality child care will include:

- small groups of children for each adult caregiver/teacher
- caregivers who show affection, attention and are committed to their jobs
- caregivers who continue their training and education in child development
- bright and colorful environments with natural light, and plenty of space for the children to play—both indoors and outdoors
- caregivers who encourage family participation and open communication
- creative and appropriate activities for the individual needs of the children
- programs licensed and monitored by the state

On the Web:

<http://jobs.utah.gov/occ/Training/CCRR.asp>
<http://jobs.utah.gov/occ/>

First impressions show from day one. You only get one first impression. Employers say more people lose their jobs because they do not use good work habits, rather than because they are not able to do the job.

Job

Here's what employers say matters to them:

Personal

- Before starting the job, have all of your appointments with doctors, dentists, etc. out of the way. Have your transportation and day care lined up so you do not immediately have to take time off. Have an emergency plan for day care and transportation.
- Take time to make new friends. Find positive and upbeat co-workers. Avoid negative, critical and gossiping people.
- Be clean and well groomed. Wear clean and job-appropriate clothes. Pay attention to how your co-workers are dressed. Avoid wearing strong perfumes or colognes.
- Keep your personal life and problems at home. Do not use the employer's equipment and time to do personal things like making personal phone calls, using the copy machine, or resolving your personal problems on the job.
- Be patient with yourself and your employer. It takes time to learn and like a new job.
- Keep a positive attitude. Do not carry negative feelings into your new workplace. Resolve them elsewhere.
- Be on time. Figure out how long it takes to get to work, then allow a few extra minutes for unexpected delays (traffic problems, getting children ready, etc.) Use an alarm clock and don't hit the snooze!

Once you have
landed the job,
the next goal is
JOB SUCCESS.

- Be dependable. If you are going to be unavoidably late or out sick, inform your supervisor at the earliest possible time.
- Know and follow all office rules, policies, and procedures. Read employee manuals.
- Listen and learn. Be open to new ways of doing things, even if you were taught differently in school or on a different job. Don't

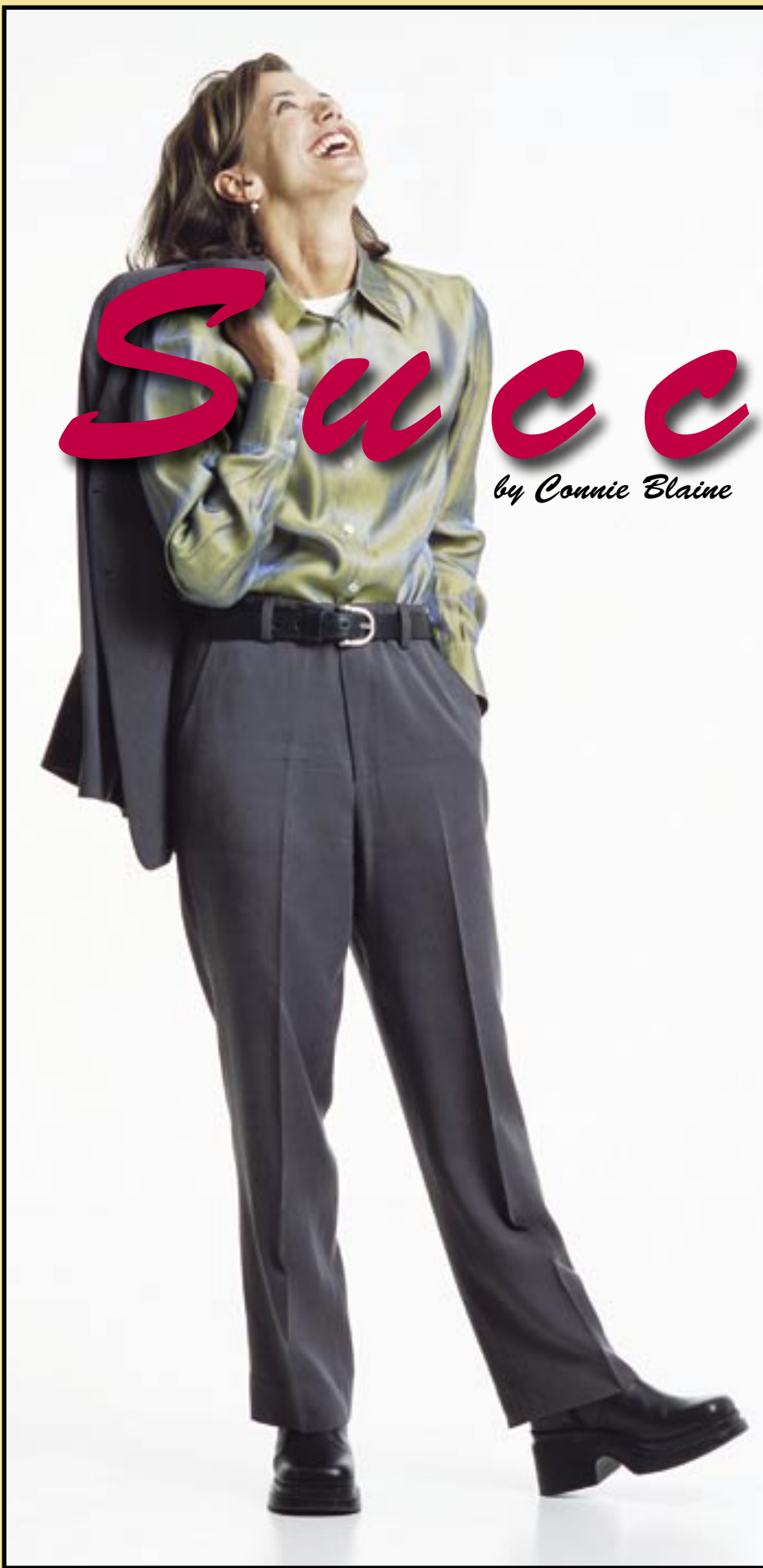
- criticize or complain until you can prove you can have a better way.
- Meet and exceed your employer's expectations.
- Learn all you can about the job you were hired to do before considering moving up.

Communication

- When you need to talk with your supervisor, ask when a convenient time would be to meet.
- Take advantage of your performance reviews. Stay calm. Learn from them. Ask how you can improve.
- Be a team player. Be willing to help. Keep your sense of humor.
- Ask for help when you need it. If you make a mistake, let your supervisor know immediately. Find out how you can fix it.
- Follow the proper chain of command. Discuss issues with your supervisor first.

On The Web

<http://careerplanning.about.com/cs/jobsuccess/index.htm>
<http://careerplanning.about.com/library/weekly/aa011800a.htm> how to get fired
http://www.jobweb.com/Resources/Library/Workplace_Culture/Build_for_the_Future_198_01.htm
http://www.jobweb.com/Resources/Library/Workplace_Culture/Communicating_in_the_12_01.htm
<http://www.careerknowhow.com/advancement/strengths.htm>



by Connie Blaine

Getting Along With Others

- Don't express your opinions, biases or prejudices about others while you are at work. Don't gossip or play politics.
- Accept criticism as constructive. Do not become defensive or take criticism personally. Thank the person for their input. Consider changing if it is warranted. If you are unsure how to handle the situation, check with your supervisor.
- Always be friendly to everyone. Be willing to go the extra mile. This creates good will with employers, co-workers and customers.
- Notice who your boss relies on and model yourself after them.
- Find a mentor, someone who knows the company and the job well enough to coach you or show you the ropes.
- Show appreciation. Let your supervisor know you appreciate their training, support, input, feedback, etc.

"See
The
Light"

UTAH CAREERS

To obtain additional copies contact:

Department of Workforce Services
Attn: Workforce Information
140 East 300 South
Salt Lake City, UT 84111

Email: wipublications@utah.gov
Telephone: 801-526-9785
Fax: 801-526-9238

Workforce Information generates accurate, timely, and understandable data and analyses that provide knowledge of ever-changing workforce environments to inform sound planning and decision making.

Equal Opportunity Employment Program

Auxiliary aids and services are available upon request to individuals with disabilities. Call 801-526-9240. Individuals with speech and / or hearing impairments may call the state relay at 1-800-346-4128



All of our publications are available
in their entirety on our website:

jobs.utah.gov/wi

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